DOCUMENT RESUME

ED 437 880 HE 032 752

TITLE	Academic Achievement Programs. Student Handbook.
INSTITUTION	Maryland Univ., College Park.
PUB DATE	1999-00-00
NOTE	87p.
PUB TYPE	Guides - Non-Classroom (055) -- Reference Materials - General (130)
EDRS PRICE	MF01/PC04 Plus Postage.
DESCRIPTORS	Academic Achievement; College Students; Compensatory Education; Educational Counseling; Educational Environment; Educationally Disadvantaged; Higher Education; Performance Contracts; School Catalogs; State Universities; *Student Adjustment; Student College Relationship; Student Educational Objectives; Student Financial Aid; *Summer Schools; Transitional Programs
IDENTIFIERS	Student Handbooks; *University of Maryland College Park

ABSTRACT

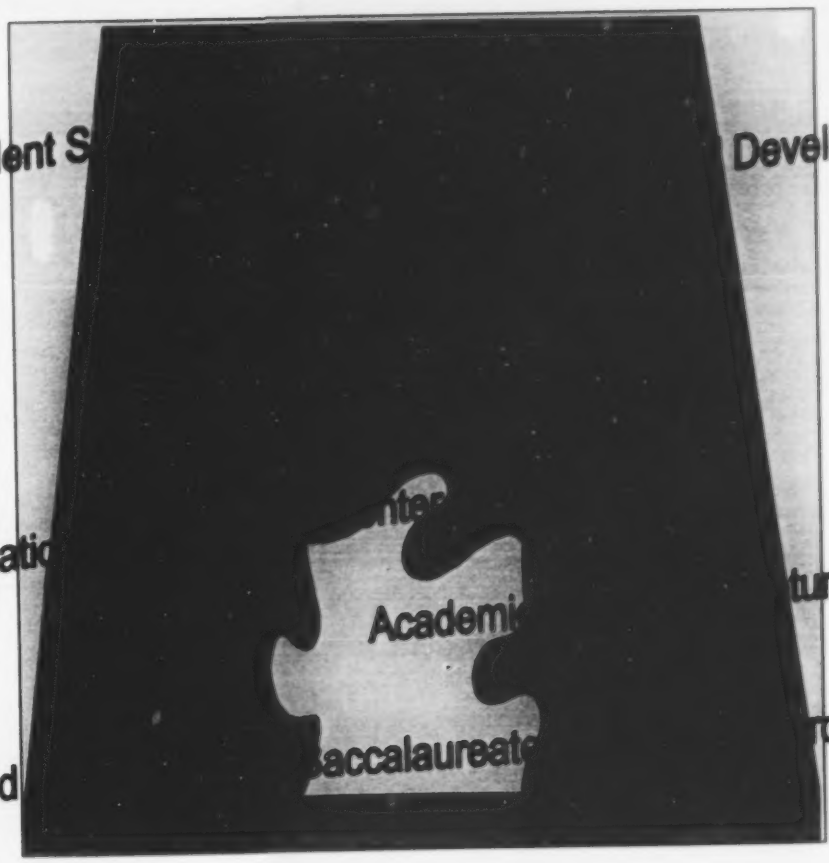
This University of Maryland, College Park student handbook is intended as a reference to help academic achievement program (AAP) students successfully navigate the campus and the academic services available. Sections of the handbook cover the history, philosophy, and mission of the AAP; describe a summer transitional program; list the five program components students are required to complete during their two-year commitment to the program; encourage participation in study groups; define retention and grading policies; explain calculation of grade point average; and briefly review financial assistance programs available. The handbook also offers information on university library services, housing, dining, parking, safety and security, the university health center, student employment, recreation, religious centers, honors programs, research assistant programs, teaching assistantships, study abroad opportunities, the student judiciary, campus activities, and transportation and other university sites. Also included are a sample summer transitional program course list and summer and fall schedules, as well as student conduct codes and policies. Appendices include a campus map, a program participation agreement, descriptions of an academic support program for returning athletes, a post-baccalaureate achievement program, and support services available through an educational opportunity center. (CH)

Reproductions supplied by EDRS are the best that can be made
from the original document.

HE

ED 437 880

Academic Achievement Programs



Student Handbook

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL HAS BEEN GRANTED BY

J. Lewis

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

X This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

BEST COPY AVAILABLE

HE 032 752

2

Table of Contents

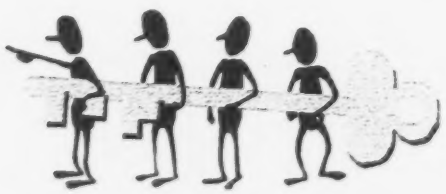
From the Director's Desk ____ 3
AAP History ____ 4
AAP Philosophy ____ 5
AAP Mission ____ 5
AAP Motto ____ 6
Introduction ____ 6
Summer Transitional Program (STP) ____ 6
SSS/IED Curriculum ____ 7
- College Study Skills Component 8
- Mathematics Component 10
- English Component 11
- Tutoring Component 13
- Counseling Component 15

Group Learning ____ 16
STP Retention Policy ____ 18
Grading Policy ____ 18
Grade Point Average (GPA) ____ 20
Financial Aid ____ 21
UM Libraries ____ 23
- Library Services 25
- Computer Resources 26

Resident Life ____ 28
- STP Housing 28
- Residential Resources 32
- UM Resident Policies 33

STP Resident Policies ____ 35
Campus Dining ____ 36
Campus Parking ____ 38
Safety & Security ____ 39
University Health Center ____ 41
Student Employment ____ 42
Recreation ____ 45
Religious Centers ____ 47
University Honors Program ____ 49
Research Assistant Program ____ 49
Teaching Assistantships ____ 50
Study Abroad ____ 51

Student Judiciary 51
Campus Activites 53
Shuttle UM 55
Local Sites 56
Washington, DC 56
College Park, MD 57
Baltimore, MD 57
Annapolis, MD 58
STP Course List 59
Sample Summer Schedule 60
Sample Fall Schedule 61
UM Codes & Policies 62
Important Telephone Numbers 67
Glossary of AAP Terms 69
AAP Telephone Roster 70
Calculate Your GPA 71
Index 72
Appendices
Campus Map
IED/SSS Participation Agreement
ASRAP
Ronald E. McNair
EOC



From the Director's Desk

I am happy to welcome you to the University of Maryland! This student handbook should aid you in your matriculation by providing you with information about AAP and the resources UM provides for you.

Jerry L. Lewis, Director
Academic Achievement Programs

History

The **Academic Achievement Programs** (AAP) office was established in 1990. It is an administrative branch which provides an organizational structure under which to maintain, coordinate, and provide leadership, development and supervision for five academic programs (Student Support Services, Intensive Educational Development, Ronald E. McNair Post-Baccalaureate Achievement, Academic Support for Returning Athletes, and the Educational Opportunity Center).

The **Intensive Educational Development Program** (IED) was established as a pilot program in 1967 by Dr. Julia Davidson, Dr. George Marx, Dr. Thomas Magoon and Dr. Stanley Pavey. Implementation of the program began during the summer of 1968. The Intensive Educational Development Program was designed to provide academic instruction, financial aid and counseling support services for high school seniors enrolled in the University of Maryland, College Park - Upward Bound Program. The Intensive Educational Development Program was initially established to provide these services to the original 19 Upward Bound graduates.

The Federal Higher Education Amendment of 1965 and amended in 1968 authorized the Student Support Services for Disadvantaged Students to provide special services for disadvantaged or at-risk students. In 1972, University of Maryland, College Park was awarded the Student Support Services Program (SSS), which became affiliated with the Intensive Educational Development Program.

The federally funded **Student Support Services Program** allowed for greater counseling services and expanded academic services to participants. This, in turn, allowed the Intensive Educational Development Program to concentrate its academic efforts on tutoring, mathematics English, reading and college study skills development. The two programs formed a creditable, collaborative and coordinated partnership to provide a comprehensive service that creates a balance between cognitive and affective development through an array of academic skills-enhancing components and counseling.

In 1990, as the program began to expand under the leadership of Dr. Jerry Lewis to include the Returning Athletes and McNair Programs, the Administrative office titled Academic Achievement Programs (AAP) was created. AAP now includes the Educational Opportunity Center, created in 1998.

Philosophy

The philosophy of the **Student Support Services/Intensive Educational Development Programs** of the University of Maryland, College Park is that grade point average and standardized test scores do not always provide a full or accurate assessment of a student's potential for success. SSS/IED believe that, because grade point average and Scholastic Aptitude Test scores are the most heavily weighted criteria in admissions decisions at UM, many potentially successful students are denied the opportunity to pursue academic work here. Therefore, SSS/IED Programs offer an avenue for students with the potential to succeed to have access to the institution who have not met the university's regular admission requirements.

Mission

The mission of the Programs is to provide academic and counseling support to aid in the retention and graduation of at-risk students. Specifically, the mission is ***to provide services that enhance the academic potential and personal growth of each student served***. Student Support Services (SSS) works in concert with Intensive Educational Development (IED), the federally funded SSS providing counseling and the state-funded IED Program providing academic support. The SSS/IED Programs provide a one-credit college orientation course (EDCP 108E) during the **Summer Transitional Program** (STP). Two three-credit courses, Developmental Heuristics I (EDCI 288D) and Developmental Heuristics II (EDCI 288E) are offered to first year students, during the fall and spring semesters, respectively. A one credit career development course, College and Career Advancement: Skills and Concepts (EDCP108D), is provided to second year students during the fall or spring semester.

The Student Support Services/Intensive Educational Development (SSS/IED) Programs provide an admissions option for high school seniors who display the potential to be successful at the University of Maryland even though the academic profile may be less competitive. Specifically, the programs provide undergraduate students with instruction in skills enhancement, academic tutoring and counseling support necessary to improve retention and graduation rates.

Motto

Whatever the mind can conceive and believe ...can be achieved.

Introduction

The purpose of this Handbook is to provide Academic Achievement Program students with an available reference to facilitate their transition to life at the University of Maryland, College Park (UM). The contents of this Handbook were compiled over several years and represent the efforts of staff, both past and present, to fulfill a need for students to have ready access to the general information they need to successfully navigate the campus and academic services available to them.

This Handbook is not intended to supersede or supplant the institutional publications; it merely isolates the information most needed and requested by AAP students at the start of their matriculation. While every attempt has been made to provide accurate information, students are advised to contact the relevant offices for updates as needed. Most of the information provided here is specific to students enrolled in the SSS/IED Programs; however, though separate handbooks have been prepared for our McNair Scholars, Returning Athletes, and EOC participants- these students may still find this publication useful.

Summer Transitional Program

The **Summer Transitional Program** (STP) is designed to assist students in both their academic and personal adjustment to the University. Academic adjustment is aided by tutoring and skills enhancement in math, reading comprehension, writing and college study skills,

coupled with enrollment in a selected three credit university core course. In addition, students enroll in a one credit orientation course. Weekly individual and/or group counseling sessions are also provided. The six week STP is required of all students admitted to the University through SSS/IED.

First/Freshman Year

The structured **First/Freshman Year** is inclusive of the fall and spring semesters and is a continuation of skills enhancement, academic tutoring and counseling. Each semester, students register for a maximum of 13 credits of freshman level courses, which are chosen in consultation with SSS/IED counselors based upon the student's academic strengths, preferences, potential majors, and university requirements.

In addition, the Academic Development Unit (ADU) continues to provide academic support services in the areas of English, mathematics and study skills to foster a systematic and comprehensive process that lead to academic success. Academic success depends in large part on operational schemata, so the ADU exposes students to a variety of models that help them to make sense of and utilize information gained from their courses.

Second Year

During the **Second Year**, students are required (1) to take EDCP 108D (Career/Decision Making); (2) to attend a minimum of four counseling sessions, and (3) participate in the transitional process for declaring majors. Students are recommended to tutoring if the core subject grades are C or below at mid term. All program services are available to students for the remainder of the undergraduate years.

SSS/IED Curriculum

SSS/IED provides academic and counseling support during the students' two-year commitment. SS/IED students are required to successfully complete five (5) program components each semester of the first year. Students' academic success depends in large part

on their learning to make sense of and use of information gathered in their courses.

- The **College Study Skills Component** offers students managed study time for certain designated core courses each semester through Supplemental Instruction classes. Led by a peer facilitator/tutor who also attends the core course lecture, Supplemental Instruction (SI) sessions help students integrate review of course content with appropriate learning strategies for note taking, textbook reading, memorizing and retaining information, and optimizing test performance.

- The **Mathematics Component** assesses and improves the computational and problem-solving skills of students. The component provides support and preparatory learning experiences for mathematics courses that students will take at the University. Students are placed according to skill level and regularly attend lectures and labs that clarify subject matter. Students assess their understanding of subject matter by taking self-evaluation tests.

- The **English Component** prepares students for the thinking and writing required of all university students. The work is demanding, as are all worthwhile pursuits, but the payoff for students is improvement in the ability to think and communicate. The component emphasizes four areas: reading, arrangement, development, and style and leads students to apply analytical and writing skills in their university course work.

- The **Tutoring Component** provides academic support in required core courses, and provides support to compensate for gaps or weaknesses in the student's academic development. Tutors provide supplementary academic reinforcement, clarifying, interpreting, and reviewing key concepts presented in courses, and serve as models for future development

- The **Counseling Unit** and Academic Development units work collaboratively to meet the total need of the students served. Group counseling and individual sessions provide the opportunity for students to explore personal, academic, leadership and career goals. This unit is the academic advisement and personal growth and development segment of the program.

College Study Skills

The goal of the College Study Skills component is to assist students in becoming confident, self-regulated learners in all types of courses at the university. In Supplemental Instruction classes, students work together in small groups, under the direction of a trained peer facilitator, to master the content of a specific core course, integrating what to learn with how to learn. These guided study sessions also focus on helping students develop strong time management skills and study habits for all their courses. Students are encouraged to form study groups and other support systems outside these Supplemental Instruction sessions.

The College Study Skills Component aims to prepare students to be successful in a wide range of university courses by providing opportunities in Supplemental Instruction sessions to:

- review and begin to learn notes from daily lectures
- identify important concepts, themes from lecture and textbook
- practice understanding by taking quizzes on course material
- work together to develop study guides for upcoming exams
- process material from textbook using comprehension-fostering strategies
- put material in long-term memory using whole brain learning techniques
- demonstrate understanding of material by explaining it to others

Coordinator: **Ms. Marsha Youngblood** **Telephone: x5-7464**
Office: **0112B Chemistry Building** **E-mail: my26@umail.umd.edu**

Frequently asked Questions...

QUESTION: What exactly is Supplemental Instruction?
ANSWER: It's an academic assistance program that combines learning of course material with learning how to learn. You learn study strategies that will help you be successful in a specific core course. Basically, it's managed study time, twice a week, under the guidance of a peer facilitator who has taken a particular core course before and has done well in it.

QUESTION: What types of core courses are linked up to CSS/Supplemental Instruction?
ANSWER: Mainly the more academically difficult core courses, with high rates of D, F, and W's, like Chemistry 103, History 157, Psychology 100, etc.

QUESTION: How is CSS different from Tutoring?
ANSWER: In a number of ways. First of all, CSS only links up the more difficult academic core courses to Supplemental Instruction. Secondly, the peer facilitator for SI attends the core course lecture and maintains weekly contact with the course professor/T.A. Thirdly, CSS/SI meets twice a week, not once a week, in order to fully keep up with the core course. Lastly, peer facilitators for SI are trained to let the students answer their own questions and direct their own learning as much as possible.

QUESTION: If I miss my core course lecture for a SI-linked class, can I get the lecture notes from the SI peer facilitator?
ANSWER: Usually no, because the whole idea of SI is to help students learn how to build their support network for any class they might take in the future. They can ask other students in the core class for these notes.

QUESTION: Why is attendance 50% of our CSS/SI grade?
ANSWER: By attending SI sessions, you are actually studying and learning course content. When you don't attend, then you miss a guided study session that can't be made up.

Frequently asked Questions... continued

QUESTION: How do I fulfill my CSS requirement if I'm not taking a SI-linked course?
ANSWER: In that case you would take a general section of CSS that meets twice a week and focuses on developing strong motivation, work habits, and time management skills for all your courses for that semester. It would basically be managed study time, a place where you can study, get assistance in study strategies from the CSS supervisor, and work with other students taking some of the same courses you are. This acts as a check-in place for developing excellence in schoolwork.

Mathematics

The goal of the Mathematics Component of the SSS/IED program is to enhance and improve the mathematics skills of students in order that they will be able to succeed in an entry-level math course in the University. Through lectures, small group discussions and lab settings, efforts are made to provide effective developmental instruction as well as help students become more independent learners as they shift from a product-oriented, rule-based approach to a process-oriented, concept-based approach to solving problems.

To prepare students for the college-level mathematics required to enter their chosen major fields by providing opportunities to:

- establish a strong foundation in mathematics skills
- improve math problem-solving capabilities
- reduce math anxiety
- analyze and self-assess their computational skills
- understand the thinking processes involved in problem-solving

Coordinator: **Mr. Antonio Acevedo** **Telephone: x5-4746**
Office: **0108B Chemistry Building** **E-mail: oa5@umail.umd.edu**

Frequently asked Questions...

QUESTION: What can I do if I miss a Lab?
ANSWER: Talk to your instructor and schedule a time to take the S.E.T. (Self-Evaluation Test) given during Math lab.

QUESTION: How important is it to attend classes?
ANSWER: Attendance is part of the overall grade, i.e., it accounts for 15% of the overall final grade.

Frequently asked Questions... continued

QUESTION: Can I come for extra help?
ANSWER: Yes, during the office hours of the instructor or make an appointment with the Math Coordinator to get a tutor assigned for other times.

QUESTION: If I place in Math 110 on the placement test and need to take Math 113/115 for my major, do I need to take Math 110?
ANSWER: No, if you are in the IED program you will be placed in Pre-Math 113/115 (Preparatory courses, for CORE courses) . After you have passed the course, the Math Coordinator will recommend you for Math 113/115 in the next semester.

QUESTION: How can I be placed in Math110/113/115 in the fall semester?
ANSWER: You can place in one of these Math courses by the Math Placement test given by the Math Department, or by successful completion of a Pre-math course in IED and placement by the Math Coordinator.

QUESTION: If I am placed in the Pre-Math course do I get credit for it?
ANSWER: Yes, your Math grade contributes 20 points out of the total 100 points for your EDCP class grade.

QUESTION: What Math do I need for my major?
ANSWER: This depends on your Major: Math 115 for Science, Computer Science, Math, Engineering; Math 113 for Business, Biology, etc. ; and Math 110 for Humanities, Arts, etc.

English

The goal of the English Component of the SSS/IED program is to facilitate students' success in the University's required Introduction to Writing course by teaching the basic conventions of argumentative discourse, especially in reference to elements of reading, arrangement, development and style. In addition, students learn computer and library skills to support their writing activities.

The English Component aims to prepare students for the research and writing required on the college level by providing opportunities to:

- produce clear, organized patterns of discourse
- write good academic prose
- apply rhetorical principles
- exercise independence in scholarship
- improve grammar in relation to writing

COORDINATOR: **Dr. Ernesta P. Pendleton** **Telephone: x5-4750**
OFFICE: **0108C Chemistry Building** **E-mail: ep63@umail.umd.edu**

Frequently asked Questions...

QUESTION: Does SSS/IED grade as hard as other departments on campus?
ANSWER: Yes. If you can meet our standards, you can meet the standards of any department at UMCP or elsewhere.

QUESTION: How can I get my papers proofread before I submit them?
ANSWER: Schedule an appointment with your instructor or the English Coordinator. Also, the Department of English sponsors a Writing Center staffed by tutors. See AAP Handbook for a current telephone listing.

QUESTION: Will SSS/IED English proofread papers from other classes?
ANSWER: Gladly. Simply schedule an appointment with us. The more advanced notice you give us, the more likely it is that we will be able to serve you.

QUESTION: What do I do if I miss English lecture or lab?
ANSWER: Consult your syllabus to see what you missed. Consult a friend to get the notes. Complete the assignment due the next meeting, and finally, do not make a habit of missing classes.

QUESTION: How can I place into English 101 for the spring semester?
ANSWER: You will have had the fall semester to work on your research and drafts; therefore, you should be ready for 101 if you complete the fall IED English syllabus.

QUESTION: What are the odds of "getting away with" cheating?
ANSWER: Pretty slim. We are aware that high school students frequently share answers, use crib sheets, copy from books and the like. However, the penalties for academic dishonesty at this University are more severe than those at high school and at some other colleges. We will teach you to break those habits before you are admitted to the University.

QUESTION: What does it mean if I'm placed in English 101A or English 101X?
ANSWER: English 101, 101A and 101X will each fulfill the UMCP Freshman Writing requirement. The differences are that 101A and 101X are usually smaller classes and they cover more grammar.

QUESTION: What happens in IED English in the spring?
ANSWER: Student entering English 101 will take the IED English Companion Course to 101. Students who passed 101 in the fall will return to IED English during the spring for a 6-week editing course.

Tutoring

The tutorial component is linked to the SSS/IED students' CORE course work. The tutoring component provides supplemental assistance for students by reinforcing the main ideas presented in CORE class lectures and reading assignments. Additionally, tutorials provide students with an opportunity to enhance their preparation for and performance in course discussion, papers, quizzes and exams.

Attendance

50% of the component grade is based on attendance. Students are required to attend tutoring for each CORE course in which they are enrolled. During the summer STP session, tutoring sessions are one hour in length twice a week. During regular semester sessions, tutoring sessions are one hour in length per week for each CORE course taken.

Behavior

Be on time..... Be prepared (have assignments read and bring course notes, texts, and pertinent questions).

Grading

Grades are based on a 20-point scale, NOT on the grade students receive in the core course.

COORDINATOR: **Mr. Simeon B. Shogé** **Telephone: x5-4745**
OFFICE: **0105G Chemistry Building** **E-mail: sbshoge@wam.umd.edu**

Frequently asked Questions...

QUESTION: How Can I Get A Tutor?
ANSWER: Come to Room 0112 in the Chemistry Building and ask the secretary for the form to request the services of a tutor. You are required to complete the form as accurately as possible. All information and data will be kept confidential. Give the form to the Coordinator, one of the tutorial assistants or to the secretary and you will be given the name and phone number of the tutor for the course you have indicated. You can request tutoring for all lower (100-200) level courses. In some cases you can request a tutor for 300 and 400 level courses, subject to availability of tutors. Any SSS/IED student enrolled in the University can request tutoring from the Tutorial Programs.

You can contact the tutor over the phone as soon as you get the number. However, the best time to contact the tutor is during the evening hours. You do not need any special permission or authorization to apply for a tutor. All you need to be is a bonafide SSS/IED student of the University, needing help in that particular course in which you have enrolled. An appropriate time for tutoring, suitable to both the tutor and the student is set by you and the tutor for the session.

Frequently asked Questions...

QUESTION: How Can I Get A Tutor? *(continued)*
ANSWER: However, the tutor can meet you for only one (1) hour/week/course. Tutoring sessions are normally held in the afternoons and the evenings. A room is usually assigned to the tutor where he/she can meet the student regularly. However, if no classrooms are found vacant, we suggest that the tutor and the student find an empty classroom or a study space close to the AAP office.

We do not give the phone number of the tutor over the phone. The student must come to our office at Room 0112, Chemistry Building and fill out the service request form to be eligible for tutoring. You may call **x5-4745** or **x5-4749** to get more information about the Tutorial program or to get directions to the office. No fees or payments are due for requesting tutoring; the Tutorial Services are **FREE!!**

QUESTION: Where Can I Request Past Examination Papers?
ANSWER: Come to Room 0112, Chemistry Building and ask for the past exam question papers. We have an extensive collection of past chemistry and other exam papers that are available to students preparing for examinations. You need a valid University I.D. to request these papers. The STAR Center at the Stamp Union also has an extensive collection of examination papers on different subjects/courses.

QUESTION: How Can I Apply For A Tutoring Position?
ANSWER: Any undergraduate or graduate student who has been a student on this campus for at least a semester and has a grade of "B" or better in the course(s) he/she wants to tutor may apply for a tutoring position. Come to Room 0112 in the Chemistry Building and pick up an application form The completed application should be accompanied by a copy of your transcript and two recommendation letters from faculty members or professors who taught or supervised you in that particular course.

The office of the Tutorial Program is open from 8 a.m. to 7 p.m. You may come any time within that period and pick up the application form You may contact us at x54745 and ask for either the tutorial coordinator or Secretary for more information about the program.

AAP ASSOCIATE DIRECTOR: Dr. Tilahun Beyene **Telephone: x5-4751**
OFFICE: 0112D Chemistry Building **E-mail: tb10@umail.umd.edu**

Counseling

Using a holistic approach, the Counseling Component helps SSS/IED students to make a smooth transition to college life. The goal is to help students learn to maximize their academic, personal and career potential.

The objectives of the Counseling Component are:

- to help students with their transition to college life
- to develop students academically and socially
- to develop in students a sense of personal identity and confidence
- to develop the interpersonal skills necessary to function in a college setting
- to help students select an area of academic concentration and make appropriate career choices

SSS ASSOCIATE DIRECTOR: **Dr. Alice Murray** **Telephone: x5-4742**
OFFICE: **0105D Chemistry Building** **E-mail: am177@umail.umd.edu**

AAP COUNSELORS

Mr. Julio Guerra, 0105E Chemistry Building, x5-4744, jg90@umail.umd.edu

Dr. Steven Jones, 0105F Chemistry Building, x5-4743, sj37@umail.umd.edu

Mr. André Nottingham, 0105C Chemistry Building, x5-4741, an44@umail.umd.edu

Frequently asked Questions...

QUESTION: What is EDCP108E?
ANSWER: This class is an orientation to the university and the process of experiencing higher education. The experimental class requires students to begin introspection and goal setting with a purpose.

QUESTION: Will I be a sophomore next year since I am limited to 12 credits per semester?
ANSWER: Yes. By the end of the spring semester you would have earned 28 credits- thus placing you at the sophomore credit level.

QUESTION: Why are we limited to a selection of core classes?
ANSWER: The program limits the number of courses so that all these courses have tutoring coverage. Your advisor and you will carefully look at your intended major and strengths/weaknesses and select courses that will interest you and meet core requirements.

Frequently asked Questions...continued

QUESTION: What is CORE?
ANSWER: Core is the set of general education requirements that all undergraduates must complete in addition to their major, departmental, and college requirements in order to earn their bachelor's degree.

Group Learning

How to start and participate in study groups:

❖ **What is Group Learning?**

Group learning is a process in which students work together to master course-related skills. Instead of having a tutor stand in front of the classroom and re-teach the course material, the group learning theory would suggest that students form groups to comprehend any material that is not readily understood by them. Thus, group learning encourages students to use the tutor as a resource, but not as a crutch. In other words, tutors should only help the students if the students are unable to solve their problems either on their own or with the help of other students.

There are many goals associated with the group learning process. Some of these goals include developing imaginative and creative thinking skills, developing an awareness of others' needs and interests, and developing a sense of academic confidence (Jaques, 1991). Once a student is exposed to the group learning process, these goals should be met with great ease because working in groups forces students to rely upon themselves instead of waiting for someone else to give them the answers.

It is important to realize that the above goals would not be met if the tutor took on the entire responsibility of dissecting and explaining course material. When students work in groups, they are forced to explore capabilities that they probably did not know that they possessed. In doing this, students will gain a new understanding and appreciation of their individual academic and personal potential.

❖ **Why study in groups?**

Learning groups extend beyond the normal intellectual conversations that typically occur in tutoring sessions because these groups create a sense of belonging. Ordinary tutoring sessions

often involve a tutor who is situated in the front of the room. This distance tends to prevent many students from feeling a sense of belongingness. In addition, many tutors just reinforce information that was taught in the students' lectures; thus, no thinking on the part of the student is required. Obviously, this form of learning is not beneficial to those students who want to actively contribute to the learning experience.

Group learning theorists recognized this dilemma and developed the learning group method as a way of ameliorating the learning experience for students. Learning groups create a 'social family' in which students are encouraged to freely share their ideas with their fellow group members (Jaques, 1991). In addition, learning groups afford students an opportunity to develop effective communications skills. After a student communicates an idea, he/she is encouraged to compare his/her thoughts with his/her peers. This procedure not only allows students to learn how to communicate their thoughts and feelings, but also how to listen to others' thoughts and feelings. Therefore, effective communication skills are seen as a precursor to successful academic and social abilities.

When students share their thoughts and feelings, they create an atmosphere that is extremely conducive to learning. If a student is unable to understand a certain concept, he/she is encouraged to seek help from his/her peers. Tutors have the responsibility of initially creating an atmosphere in which students feel comfortable asking each other for help and suggestions. Thus group learning is only as effective as tutors and their students allow it to be. For group learning to be successful, there must be cooperation between tutors and students and students and students.

Do's and Don'ts of Study Groups & Classroom Participation:

1. Find a quiet and regular place to meet at an established time.
2. Limit the group size to about 4-6 members.
3. Be mindful of the purpose for meeting and stay focused.
4. Students will attend classes on time daily.
5. Students will be prepared and participate in classes.
6. Students will not wear earphones while in class.
7. Students will conduct themselves with respect for each other and the instructor in every classroom.
8. Student hats will be allowed only where they are a necessary part of the student dress (i.e., military uniform).
9. Students' disruptive behavior will not be tolerated.

Do's and Don'ts of Study Groups & Classroom Participation (continued)

10. Students will submit a complete and neat (typed) response to all out-of-class assignments, unless otherwise instructed.
11. Students will adhere to the University Policy on classroom conduct.
12. Students will be responsible for obtaining missed assignments/classwork from peers or by appointment with instructors.

STP Retention Policy

Students enrolled in the SSS/IED **Summer Transitional Program** (STP) must successfully complete all program requirements to be admitted to the University in the fall semester.

Standard of Performance and Expectation:

Attendance	Attend 98% of all scheduled classes and activities.
Academic	Earn a minimum of 75 points in the SSS/IED lectures and laboratories (English, Math, College Study Skills, Counseling and Tutoring) and obtain a minimum of 2.5 GPA in all courses.
Attitude	Exercise seriousness of purpose, cooperation and good faith effort.
Conduct	Participate fully in class, be prepared for class, and be prompt. Bring no food, drink, beepers, hats or head phones to any class, lab or meeting.

Grading Policy

Admission into the University for the Fall Semester is contingent upon students' performance during the STP. Students may earn a maximum of 100 points during the STP: 20 points each from CSS, English, Math, Tutoring and Counseling. In addition, students take EDCP

108E, a one-credit course called College and Career Advancement: Skills and Concepts, and a three-credit core course.

During each semester of the Academic Year, each of the five components of the Program-- CSS, English, Math, Tutoring, and Counseling-- reports a grade on a 20-point scale. The grades of all components make up the course grades for EDCI 288D in the Fall Semester and EDCI 288E in the Spring Semester.

Number grades are converted to letter grades according to the following scale:

A = 91-100 points
B = 81-90 points
C = 71-80 points
D = 61-70 points
F = 0-60 points

Mid-Semester and Final Examinations

During the STP and each semester of the Academic Year, each academic component provides the Counseling Component with a mid-semester and final evaluation of students' performance and progress.

Policy on Repeating EDCI 288D and EDCI 288E

Because each course is composed of five components, students who repeat either of these courses must repeat each component of the course, regardless of previous performance in individual components. All students admitted to the University through **Academic Achievement Programs** (SSS/IED) are required to successfully complete the requirements of EDCI 288D (Developmental Heuristics I) and EDCI 288E (Developmental Heuristics II). These courses provide academic and personal support services through a systematic, holistic and comprehensive approach that attempts to ingrain processes that lead to academic success.

The courses are designed to provide the chance for student-staff interaction, to intensively develop student skills and, at the same time, earn three-credit hours each semester (Fall and Spring) for a total of six credits toward fulfilling degree requirements not usually provided in a university setting.

For information regarding academic concerns, contact Dr. Tilahun Beyene, Associate Director (x5-4751).

YOU SHOULD TAKE ADVANTAGE OF THIS UNIQUE OPPORTUNITY!

GPA

HOW TO CALCULATE YOUR GRADE POINT AVERAGE (GPA)

1. Assume you take 15 credit hours for the Fall Semester and earn the following grades:

COURSE	CREDIT HOURS	GRADE
English	3	B
Math	3	C
Science	4	D
Music	2	B
History	3	B

2. Assign value to the letter grades as follows:

A = 4
B = 3
C = 2
D = 1
F = 0

3. Multiply the credit hours times the value of the letter grade for each course, then add to determine total quality points:

3 X B (3) = 9
3 X C (2) = 6
4 X D (1) = 4
2 X B (3) = 6
3 X B (3) = 9
34 = total quality points

COURSE	CREDIT HOURS	GRADE	Quality Points
English	3	B - 3	9
Math	3	C - 2	6
Science	4	D - 1	4
Music	2	B - 3	6
History	3	B - 3	9
TOTAL Credit Hours	15	TOTAL Quality Points	34

4. Divide the total quality points by the number of credit hours attempted to get the GPA:
34 divided by 15 = 2.266 – **This is your GPA for the fall semester!**

Financial Aid

OSFA
0102 Lee Building
http://www.infoRoomumd.edu/fin/
Telephone: **x4-9000**

APPLYING FOR FINANCIAL AID, RECEIVING FINANCIAL AID, AND KEEPING FINANCIAL AID DO NOT HAPPEN AUTOMATICALLY... STUDENTS HAVE TO MAKE IT HAPPEN!

The **Office of Student Financial Aid** (OSFA) administers all types of federal, state, and institutional financial assistance programs, and, in cooperation with other University offices, participates in the awarding of scholarships to eligible students. The primary responsibility for financing attendance at the University of Maryland College Park lies with students and their families.

Scholarships, grants, loans, and work/study positions are awarded on the basis of academic ability and/or financial need as determined by a federal needs analysis system. It is OFSA's intent to provide assistance to students who might not otherwise be able to pursue college studies due to lack of finances.

General Regulations Applicable to All Forms of Aid

Full-time Status:	For most types of aid, students must attempt at least 12 credit hours through schedule adjustment each semester in order to receive the full financial aid award. Please refer to the Standards of Satisfactory academic progress published in the Schedule of Classes when considering dropping below 12 credit hours for any given semester.
Citizenship Status:	Students must be United States citizens or eligible non-citizens in order to be eligible for federal, state or University financial assistance.
Default/Owe Refund:	To receive financial aid, students cannot be in default on an educational loan, nor can they owe any refund on a Pell Grant or Supplemental Educational Opportunity Grant (SEOG) previously awarded at a postsecondary institution.
Degree Seeking:	To receive federal financial aid, students must be working toward a degree or certificate. Students must be admitted to the University as a degree-seeking student.
Satisfactory Progress:	To receive federal financial aid, students must be making satisfactory progress toward a degree or certificate according to Standards for Satisfactory Academic Progress.

General Regulations *(continued)*

Financial Aid Transcripts: Any student who has attended another postsecondary institution must submit a financial aid transcript regardless of whether he or she received financial assistance.

Selective Service: To receive federal financial aid, students must be registered with Selective Service if they are male, at least 18 years old and born after December 31, 1959, unless they are not required to be registered. Compliance with the registration requirement will be verified by the federal government. The names of those students whose status cannot be verified will be referred to the U.S. Department of Justice for possible prosecution.

Non-University Award: If a student receives assistance (scholarship or loan) from a non-university source, the University may reduce the University's award. It is the student's responsibility to notify the Office of Student Financial Aid of all outside awards.

Change in Situation: It is the student's responsibility to notify the Office of Student Financial Aid of any changes to his/her situation during the year.

Re-application: No form of assistance is automatically renewed from year to year. All students requesting Aid must reapply by submitting a new FAFSA annually. Such reapplication must indicate continued financial need as well as Satisfactory Academic Progress. The date to assure priority consideration is February 15th. Income Tax information may be estimated in order to meet this deadline.

Frequently Requested Financial Aid Web Sites:

The Student Guide	***www.ed.gov/prog_info/SFA/StudentGuide***
FAFSA on the Web	***www.fafsa.ed.gov***
Help in completing the FAFSA	***www.ed.gov/prog_info/SFA/FAFSA***

UM Libraries

Library Hours and Information: x5-0800

There are seven libraries on the UMCP campus with a combined collection of over 2.3 million volumes and approximately 26,000 serial titles that support educational and research endeavors on the College Park campus. Access to many of these materials is facilitated through the use of the Victor On-line catalog.

The Libraries' staff employs their training and experience in building collections and providing services to the UMCP community. All students, faculty, and staff of the University of Maryland may borrow materials from any UMCP library. Members of the community may use library facilities, but may borrow materials only through inter-library loans. Visiting scholars may also apply for special borrowing privileges.

ARCHITECTURE LIBRARY x5-6317

Location: Second Floor, Architecture Building

The Architecture Library has a collection supporting the graduate and professional education programs of the School of Architecture. In addition to architectural design, theory, and history, the collection includes urban design, landscape architecture, and building technology.

ART LIBRARY x5-9061

Location: Second Floor, Art-Sociology Building

The Art Library has an 88,000 volume collection covering art history, studio art, and art education, as well as aspects of photography, graphic arts, interior design, and historic textiles. The collection primarily supports upperclass, graduate, and research programs.

ENGINEERING AND PHYSICAL SCIENCES LIBRARY x5-9157

Location: Mathematics Building

The Engineering and Physical Sciences Library (EPSL) is the campus center for library materials in engineering, physics, mathematics, and geology with significant collections in computer science, environmental science, water resources, and aerospace sciences. EPSL also houses the Libraries' Technical Reports Center and is an U.S. patent depository library.

HORNBAKE LIBRARY	**x5-9257**
Undergraduate Course Reserves	**x5-9289**
Periodicals/Microfilms Department	**x5-9271**
Reference Department	**x5-9257**
Circulation Department	**x5-9102**

The R. Lee Hornbake Library houses the reference, circulation, and reserve services for undergraduate students. Collections of books, periodicals, and other materials are designed to meet undergraduate students' educational and personal needs. During the fall and spring semesters, a 24-hour study room is available in the basement of Hornbake.

In addition to the Music Library, Hornbake also houses the Nonprint Media Services Department which serves the central audiovisual department of the library system and the entire campus. This collection consists primarily of videocassettes, videodiscs, films, audio cassettes, and equipment to support undergraduate and graduate research programs. Viewing and listening facilities are available. The film collection has 16 mm films on various subjects with emphasis on agriculture, nutrition, health, and business. The National Public Broadcasting Archives, dealing with the history and development of public broadcasting, is also housed in Hornbake Library and is accessible by appointment.

Late night Study Room- open 24 hours during fall and spring semesters

Hornbake Library is generally open:

Monday -Thursday	**8:00 a.m.- 11:00 p.m.**
Friday	**8:00 a.m.- 7:00 p.m.**
Saturday	**Noon - 5:00 p.m.**
Sunday	**Noon - 11:00 p.m.**

Hours vary between semesters, on holidays and holiday weekends, and during the summer.

MCKELDIN LIBRARY	**x5-9075**
Reference Department	**x5-9075**
Government Documents/Maps	**x5-9165**
East Asia Collection	**x5-9134**

McKeldin Library is the main campus library. Its collection of books, periodicals, newspapers, and microforms covers nearly every subject, but is especially strong in agriculture, life sciences, social sciences and humanities. McKeldin Library also houses special collections including literary manuscripts and archives, the East Asia Collection, the Gordon W. Prange Collection, Maryland state documents and Maryland-related books and manuscripts and University of Maryland archives, U.S. government documents, and the National Trust for Historic Preservation Collection.

Hours vary for the special collections mentioned. Hours vary between semesters, on holidays and holiday weekends, and during the summer.

Electronic Reading Room- Room 4135

McKeldin Library is generally open:

Monday -Thursday	**8:00 a.m.- 11:00 p.m.**
Friday	**8:00 a.m. - 6:00 p.m.**
Saturday	**10:00 a.m. - 6:00 p.m.**
Sunday	**Noon - 11:00 p.m.**

Hours vary between semesters, on holidays and holiday weekends, and during the summer.

PERFORMING ARTS LIBRARY x5-9217

Location: Hornbake Library,

The Performing Arts Library houses materials pertaining to music and dance. It contains books, periodicals, music recordings, and music scores. Listening facilities are available and some recordings may be borrowed for home use.

WHITE MEMORIAL LIBRARY x5-9078

Location: Chemistry Building,

The White Memorial Library has a collection of chemistry, biochemistry, and microbiology materials. This library primarily supports upperclass and graduate students as well as research programs.

Library Services

Consultation on Library Use:
Available at no cost in all libraries to UMCP students needing assistance with library research.

Computer-Assistant Research Service (CARS):
CARS enables a researcher, with the assistance of a librarian, to search a computer database on a specific topic. This is a fee-based service.

Electronic Information Services:
No-cost searching of electronic databases is also possible without librarian assistance at all UMCP libraries. Handouts describe the availability of these sources.

Interlibrary Loan (ILL):
For a fee, McKeldin's ILL staff will search, retrieve, photocopy, and mail copies of periodical materials held in the UMCP libraries and from libraries throughout the country.

Lockers:
Located in McKeldin Library, lockers are available for short-term use.

Microcomputer Facilities:
Managed by the Academic Information Technology Services, both EPSL and Hornbake Libraries have IBM and Macintosh PC's available.

Photocopy Services:
Full-service center available in McKeldin; self-service machines available in all libraries.

Study Rooms:
A 24-hour study room is available in the basement of Hornbake Library. All libraries provide study space.

VICTOR and other on-line indexes:
Access to bibliographic records of most materials in the University of Maryland System's libraries, as well as in other libraries around the country, is available through VICTOR. In addition, this on-line system offers indexes to articles in over thousands of journals through Uncover and other electronic index files. Assistance in using the system through terminals in the Libraries, or remotely from offices or homes, is available at any reference desk.

General Information:	**x5-7171**
Help Desk:	**x5-1500**
Peer Training Classes:	**x5-2941**

Computer Resources

Academic Information Technology Services
x5-1500 General Information
x5-2941 Peer Training Classes
x5-1500 Help Desk

❖ **WHAT IS A WAM LAB?**

Workstations at Maryland (WAM) labs are Academic Information Technology Services-operated open work station labs equipped with IBM, Apple Macintosh, and NeXT station workstations, operated as stand-alone systems or connected to remote computer systems. The majority of labs have one or more Hewlett Packard 600 dpi laser printers to which students, with print authorization, can direct printed output. These labs are open to anyone in the College Park university community and most are open 24 hours daily, or as posted, during the regular university semester.

❖ WHERE ARE THE WAM LABS LOCATED?

WAM labs are located in:

- 1120 AV Williams
- Room 0200 Centerville Hall
- Room 3330 Academic Information Technology Services Building
- Room 3332 Academic Information Technology Services Building
- Room 4352 Academic Information Technology Services Building
- Room 2403 Math Building
- Room 0300 Hornbake Library
- Room 0504 Parking Garage 2
- Room 0111 Worcester Hall

Open Workstation Labs (OWL) are also provided by many colleges and departments on campus for the use of their students, faculty, and staff. Contact your college or department for location(s) and hours of their OWLs.

❖ WHAT IS ELECTRONIC MAIL?

One of the great benefits of a computer network is the flow of information it facilitates. With the proliferation of computer networks and their interconnection, it is now possible to converse, using electronic mail (or e-mail), with most people on campus and those connected to the Internet anywhere in the world.

❖ HOW DO I SIGN-UP FOR AN ELECTRONIC MAIL ACCOUNT?

To sign up for a personal computer account (called WAM accounts), from any networked computer on campus, telnetto wam.umd.edu and type "register" as the login id. A series of onscreen directions and prompts will lead you through the electronic registration process.

❖ WHERE CAN I GET ON-LINE INFORMATION?

A great deal of on-line information about the University is available from servers on campus. InforM, located at http:II infom.umd.edu, is the primary source for information on-line. Other on-line services include: Seats/Schedule of Classes (course seating/schedule information), UM-Stars (student transactions, audit, and records system), VICTOR (online library catalog), and VENUS (online course scheduler).

❖ HOW DO I LEARN TO USE SPECIFIC COMPUTER PROGRAMS?

The Academic Information Technology Services sponsors low-cost, non-credit classes for

novice IBM, Macintosh, and NeXT users. These classes are open to University of Maryland students, faculty, and staff. Classes are limited to 20 students and afford all students hand-on opportunities. Classes are usually three hours in length and are held on one weekday evening or one weekend afternoon.

Resident Life

Resident Life
X4-2100 General Information
www.inform.umd.edu/res

While visiting campus, you will be staying in residence halls where UMCP students live throughout the academic year. During the summer, a staff of students serve as hospitality assistants to assist you while living on campus and provide a variety of services to help make your visit comfortable and enjoyable.

STP Housing

OVERVIEW

LaPlata Hall was built in 1968 and named for the city of LaPlata, located in Southeast Maryland. LaPlata is part of a three-building area, called the Ellicott Community. Ellicott, along with two other Communities, make up the North Campus Community.

COMMUNITY LIVING

Being a traditional hall and part of a larger community makes LaPlata a very easy place to meet other students. LaPlata is comprised of nine floors, accommodating 569 students. The floors are divided into two separate wings, connected by a huge lounge room. Each wing has double and single bedrooms and contains a large community bathroom.

RESIDENT STAFF

The idea of community is further fostered by the Resident Staff who live in the building. LaPlata has a Resident Assistant (RA) on every floor, and a full-time Resident Director (RD) who lives on the first floor. The Resident Staff are responsible for management of the resident halls, and for cultural, social, educational, and recreational programming. Residents can aid the Staff in programming and become involved in their living environment through the LaPlata Hall Council.

SAFETY AND SECURITY

To insure the safety of residents in LaPlata, the building remains locked at all times. Residents must

use a key to enter the building and to operate the elevators. In addition, Residential Facilities provides a team of Security Staff who work from dusk till dawn inspecting each of the residence halls insuring locked doors and the overall safety of the buildings.

BUILDING SERVICES

LaPlata has a 24-hour Service Desk, located by the front entrance. The Service Desk is run by Desk Receptionists (DR) and serves as a center for information about student phone numbers, University Resources, and is the place to borrow keys if locked out, and the place to pick up mail. The customer service supervisor is in charge of ensuring that the service desk is providing the best possible customer service.

SPECIAL FEATURES OF LAPLATA HALL

- Dining Hall and Convenience Store located directly behind LaPlata
- Air-conditioned
- Study Lounge on 1st floor
- Large recreation room in the basement for Hall activities
- UM Shuttle Bus stops right at front entrance of building
- Alcohol/Smoke-Free Floors available on the 1st, 4th and 8th Floors
- Honors Floor on the 5th floors
- Conveniently located to Byrd stadium, Computer Science Building and computer labs, and the Health and Human Performance Fitness Building.
- Less than a 15 minute walk to most academic buildings and libraries
- Laundry facilities inside building, located in the basement
- Every room is equipped with a data jack which enables the residents to connect to the University computer system

To help you prepare for your "off to school" journey, we have outlined some information about the accommodations:

- ❖ When you arrive you will check in at LaPlata where student hospitality assistants staff a 24-hour service desk. There you will pick up and return your room keys. When you check in you will sign a guest registration form and receive a set of three keys; one for the building entrance, one for your unit door and one for your bedroom. You will be directed to your specific residence from this location.

- ❖ A phone is provided in your room. You may make calls to any campus line by dialing the last 5 digits. To make local or long distance calls, you must use a calling card. More detailed information for phone use and your phone number will be provided when you arrive.

- ❖ Your mail should be addressed as follows:

  Ms./Mr. (Your Name)
  LaPlata Service Desk
  University of Maryland
  College Park, MD 20742
  Attn: Summer Guest - (Your Group's Name)

- ❖ No in-unit housekeeping service is provided. You are expected to empty your trash to outside receptacles. Vacuums, trash liners and other cleaning supplies are available at LaPlata Hall service desk.

WHAT SHOULD I BRING?

- ❑ Soap, toiletries, and shower bucket
- ❑ Towels, washcloths
- ❑ Hair dryer
- ❑ Detergent and laundry bag
- ❑ Clothes hangers and iron
- ❑ Alarm clock
- ❑ Change for the washers and dryers
- ❑ Bedding
- ❑ Stationery and stamps
- ❑ Desk lamp, wastebasket
- ❑ Dictionary, stapler, pens, other study needs
- ❑ Message board

WHAT CAN I BRING:

- ❑ Small refrigerator (5 cu.ft.,15amps)
- ❑ Personal computer, modem
- ❑ Window-type fan
- ❑ Bicycle and strong lock (kryptonite type)

WHAT CAN I NOT BRING?

- ⊠ *Lighted candles, fireworks, weapons*
- ⊠ *Microwave oven, toaster oven, hot plates*
- ⊠ *Appliances with an exposed heating element*
- ⊠ *Air conditioner*
- ⊠ *Pet or animal (except fish-10 gallon tank limit)*
- ⊠ *Waterbeds*
- ⊠ *Lofts or other structures*
- ⊠ *Answering machine (you'll have voice mail)*
- ⊠ *Masking or cellophane tape, nails or other wall-damaging products*
- ⊠ *Alcoholic beverages (if you're under 21)*

Getting the Right Start in Resident Relationships

As students pursue their individual interests and activities within their residence halls, they will be expected to do so in a manner which does not prevent other residents from exercising this same basic privilege. Residents should remember two key words: courtesy and respect.

At the start of the academic year, residence hall staff assist residents in developing guidelines regarding living standards on their floors. Residents will be asked to participate in discussions which will result in the development of their Unit Agreement.

Residents will be asked questions such as:

- What time at night should we begin "quiet hours" so that others can sleep and study?
- How often will we clean our room? On a scheduled or as-needed basis?
- For what purposes should our lounge be used?
- How loud can a stereo be played before it becomes too loud?

Residents have found that active participation in the development of their Unit Agreement better enables them to maintain harmony on their floor.

Certain rules of conduct apply to all residence halls. Rules include prohibitions of disruptive behavior, vandalism, violation of drug and alcohol policies, harassment, and malicious pranks. Sanctions against such infractions are taken whenever individuals responsible for misconduct can be identified.

These sanctions range from warning or housing probation to community service to dismissal from housing. The residence halls rules of conduct are listed in "Community Living: the Residence Halls and Dining Services Handbook". Floor meetings are also conducted to inform students of these rules.

Staff in Residence Halls

Resident Assistants (RAs) are...

- Undergraduate students who live on student's unit
- First point of contact for student concerns
- Trained in referrals to University resources, leading programs and activities for / by unit residents, mediating conflicts, confronting problems

Resident Directors (RDs) are...

- Full-time or graduate staff who live on campus
- Supervisors of RAs
- Responsible for approximately 500 students

Community Directors (CDs)...

- Have earned a Masters degree
- Supervise RDs, select and evaluate all staff
- Have two or more years' full-time residence halls management experience

Residential Resources

Academic Assistance Programs in Residence Halls

A primary goal for the residence hall staff is to promote academic excellence by individual resident students. We can help you to succeed by providing supportive academic services, facilities and programs, including these examples:

Math Success Program

[Every Sunday through Thursday 6pm-9pm in the Easton Hall Recreation Room] The Math Success Program enables you to meet with a tutor. You can get help with homework and exam preparation. To learn more about this program to ask questions, call **301-314-MATH**.

Computer Labs

For students who do not bring PCs to their rooms, there are eight 24 hours computer labs with more that 90 workstations in the residence halls. IBM, Macintosh and NeXT workstations are in the large WAM (workstations at Maryland) labs in Centerville and Worcester halls. 486 and Pentium PCs are in the smaller labs in Anne Arundel, Cumberland, Ellicott, Dorchester, Leonardtown and St. Mary's Halls. From all locations, you can connect to the Campus Data Network and through it to the Internet, World Wide Web and electronic mail.

Faculty Visits and Trips

Professors come into the residence halls for debates, informal discussions and ethnic and cultural celebrations. They also join students on sponsored outings go the theatre, movies with an academic interests, galleries, museums, historical points of interests, and research sites from the mountains in western Maryland to the Chesapeake Bay.

Outstanding Academic Achievement

An annual banquet recognizes the 500 or more resident students (and the faculty members they invite as guests) who earn perfect 4.0 GPAs during any fall semester. That's just one way we honor the academic achievements of students in the residence halls.

Faculty Office Hours

Perhaps one of the least used academic support resources on campus. Getting to know your faculty outside of class helps you with your studies and performance, with your transition to Maryland, and with your career and extracurricular decisions.

UM Resident Policies

Parking Policy

Resident students, including new freshman and Transfer students, may have cars on campus so long as they obtain the required permit. New students' permits are for parking lots closest to the residence halls (usually Lot 2 or Lot 1) or in Lot 4when these spaces are filled. Inquiries maybe made to **301-314-PARK**. Resident Parking permits are $121 per academic year.

Smoking Policy

Smoking is permitted only in student rooms, and then only with the roommate's consent. Smokers are expected to defer at all times to the wishes of non-smokers. Non-smokers are assigned together as roommates. Smokers are assigned together or with non-smokers who don't object to a roommate who smokes.

Smoke-free / alcohol-free units are filled in the order housing and dining Agreements are received. These units are for students who commit to not using or having alcohol, cigarettes or other tobacco products, as well as illegal drugs on their floors.

Release Policy

Your housing and dining Agreement is for both the fall and spring semesters and can not be broken, essentially unless you leave the University. Releases from the Agreement will be approved after check-in (receiving room keys) only for reasons such as: graduation; withdrawal from classes / cancellation of registration; Co-ops, Study Abroad, Honors Exchange, National Student Exchange, student teaching; and marriage. Prior to check-in, releases for new-to-housing students only will be approved upon Resident Life's receipt of a written cancellation request.

Policies Regarding Alcohol and Drug Use

The legal drinking age in the State of Maryland for beer wine and liquor is 21. For students under the age of 21, it is a violation of residence halls rules to: drink or possess alcoholic beverages. For all students, regardless of age, it is a violation of residence halls rules to: possess or use alcoholic beverages in any common area of the residence halls and possess, use, or distribute any illegal drug or drug paraphernalia.

Use of alcohol by a minor or possession of drug paraphernalia normally results in a sanction of housing probation or warning; further violation can result in dismissal from residence halls. Distribution of alcohol to a minor and possession, use, distribution, and knowingly allowing use or distribution in one's room of any illegal drug normally results in dismissal from residence halls. Students are expected to report suspected drug activity to University Police at 911.

Visitation Policy

In halls with "unlimited" visitation hours, residents may have guests of either sex visit in their rooms 24 hours a day, so long as their roommate(s) agrees. Guests of the same sex may stay for up to three consecutive nights with the prior approval of their roommate(s). Cohabitation in not condoned; infractions should be reported to staff member. In the "limited" hours residence halls, no male guests are permitted after posted hours- usually 12 midnight Sundays through Thursdays, and 1:30 am Fridays and Saturdays. The limited hours policy is self-governed by residents of the halls; infractions should be reported to a staff member.

Security in the Residence Halls

Maintaining a safe and secure campus community requires a partnership between University staff and the students and visitors we serve. In the residence halls: Entrance doors are locked 24 hours a day. Residents typically use their keys three times, to open the entrance door, to call the elevator, and to open their room door. Visitors should call their host's room from telephones at the main entrances and wait to be escorted into the building. When crimes occur on campus they are reported by Police in "crime alerts" and in the Diamondback Newspaper. This is done to encourage crime prevention behaviors by all community members and therefore foster a safer environment. Crime statistics are published each year, in compliance with federal regulations.

Residents Students Will be Expected to: keep their room doors locked never walk alone after dark, either walking with friends of utilizing escort services not allow strangers into the building report suspicious persons or activity to Police stay away from relatively isolated areas of campus not place themselves in vulnerable or potentially dangerous situations

Prohibited Items

Alcoholic beverages (if you are under 21), illegal drugs (grounds for dismissal), candles (lighted), fireworks, weapons, hotplate, any appliance with open or exposed heating element lofts, partitions, other structures, masking or cellophane tape, nails, other products that damage paint/ walls, pets, private air conditioner, toasters, toaster ovens, skillet, and waterbeds.

Property Insurance

The University will not be able to reimburse you for any theft or loss or damages to your belongings because of fire, flood, water leak, etc. Please check your family's homeowners or apartments dwellers policy; it will probably cover your belongings while they are at the University. For fire safety and health reasons, cooking is prohibited in all student rooms. This is why students in the residence halls are required to participate on an approved meal plan. The only permissible appliances are popcorn poppers and hot water pots which have enclosed heating elements and bear the UL seal. These items should never be used in student rooms, only in designated cooking are inside floor lounges. Floor lounges will not necessarily be equipped with stoves, refrigerators, sinks and disposal systems that are adequate for cooking or cleaning of utensils. Students may not bring or use microwaves, electric skillets, crockpots, or appliances with open heating

elements such as hotplates, toasters and toaster ovens. Small refrigerators are permitted in student rooms. They must meet safety specifications.

Telephone Services

You must bring your own telephone. Recommended is a touch-tone, FCC registered analog desk style set with standard jack, active star (*) key and pound (#) key for Voice Mail, and a 14-foot or more line cord with standard plug.

Data Service In Every Room

From your residence hall room, you can connect to the Internet, electronic mail, and the World Wide Web. Just bring your own computer, Windows compatible or Macintosh recommended. Access from student rooms is via 10MB Ethernet connection (high-speed, access on demand) or via modem (no phone conversations while modem is in use; compete for access through modem pool) for students who elect not to buy an
Ethernet card.

STP Resident Policies

- Students are expected to adhere to Quiet Hours:
  Sunday-Thursday after 10:00 p.m. (Moderate noise level permitted)
  Friday-Saturday after 1:00 a.m.
  Students must adhere to all University Residential Policies.
- Non-cooperative behavior and attitudes toward roommates will not be tolerated. Students are encouraged to communicate complaints to Dr. Murray for resolution.
- Room reassignments will be allowed only under extreme circumstances and after approval of Dr. Murray, Associate Director of Counseling.
- Students are expected to conduct themselves as responsible and mature students at all times.
- Students should treat each other with respect and dignity and should respect both the space and privacy of each other.
- Students are not to allow guests to impose or interfere with the property in their room.
- Students will be held accountable for the behavior of their guests in the residential dwelling.
- All problems or concerns requiring the residential advisor's intervention are to be reported to the Associate Director, Dr. Murray, within 48 hours or, when appropriate, the same or next day.
- Alcoholic beverages, drugs and drug paraphernalia are not permitted; students will be suspended from the program upon proof of one violation.

- No cohabitation will be allowed or tolerated; violators will be suspended from the program.
- Family members can be approved for overnight visits with prior written approval from AAP Administrative Office personnel.

Campus Dining

If you are on an arranged meal plan, upon arrival you will be issued an electronically encoded meal card which must be presented at each meal to gain entry to the dining hall. Your meals will be provided in the **Ellicot Dining Hall** (see campus map). Please check your program materials for your specific meals and times. There will also be a schedule of group meal plans posted at the entrance to the cafeteria for your convenience and reference. If you lose your meal card, notify the dining hall manager for a replacement card; there is a replacement charge of $4.00 for a lost card. Your meal card also serves as your recreation card.

In place of an arranged meal plan, you may instead receive a "Dining Dollars" card and account. The money deposited in this account will decrease as you use this debit card to purchase food.

If you are not on a specific meal plan or you have a "Dining Dollars" card, you may use the card or pay cash at the door anytime the dining hall is open for business. You should check with the LaPlata Hall service desk for hours that the dining hall is scheduled to be open since the summer schedule is likely to change each week based on the contracted meal plans. You may also go to any other dining facility that is operated by our Dining Services department including many of the eateries in the Student Union. Meals in the dining hall feature a wide variety of freshly prepared foods including a fifty item soup and salad bar, a number of entrees and an assortment of breads and desserts prepared daily by our bakery. You are most welcomed to eat all you wish; however, food can not be taken with you when you leave.

WHAT IS TERRAPIN EXPRESS?

Terrapin Express, the latest advance in the University quest to make campus life a little easier, is a prepaid debit account that can be used to purchase and pay for services at locations all around campus. It is convenient, secure, simple and it only requires an opening deposit of $20.00 to open an account which is immediately available for use. With Terrapin Express, you will have purchasing power all over campus without cash, checks or credit card. If your forget to buy a book for class or need school supplies, there is no worry when you have Terrapin Express.

Unlike cash or even checks, if your card is lost or stolen, the account can be frozen immediately just by making a phone call. Plus, Terrapin Express is a debit card not a credit card, so you will not be faced with a big bill to pay at the end of the month. It's your money. It is easy to open an express account. Resident students can open an account by simply checking "yes" on item number 2 on the Resident Life/Dining Service Agreement. By checking yes, $200.00 or $400.00 will be placed in their Terrapin Express account each semester, with the amount later billed to your student account.

The list of locations that display the Terrapin Express accepted logo is long. With each semester the number of locations, restaurants and services grows. Eventually students, faculty and staff will be able to go anywhere on campus and use their Terrapin Express. For more information about Terrapin Express call **(301) 314-8069,** stop by the Terrapin Express Office located in the mezzanine level of the South Campus Dining Hall or pick up a brochure at any Terrapin Express location. Terrapin Express is a prepaid debit account that can be used to make purchases and pay for services all across campus at these great locations:

Adele's
A.V. Williams
Byrd Stadium Concessions Stands
Coffee Bar
Cole Field House Concession Stands
South Campus Gazebo Room
Denton Dining Room
The Diner
Engineering Deli & Bakery
Health Center
Hoff Theater
Leonardtown Store
Mail Boxes, Etc.
Marketplace Deli
McDonald's
North Campus Snack & Shop
The Pizza Shop
The Pro Shop
Rossborough Inn
Rudy's
Shipley Field Concession Stands
Sneaker's Cafe
South Campus Dining Hall
Splash Grill
Stamp Student Union Eateries
Taco Bell Express
Ticket Office in Stamp Student Union
Union Shop
University Book Center
University Dairy
University Theatre
WAM Labs
Washer and Dryers in Various

Housing and Dining Payment Options

You can still pay your University bills the old fashioned way - twice a year, at the start of the fall semester in September and again in January for the spring semester. These payments can be by personal check or Visa, Discover or MasterCard. Alternatives include: **Interest-Free Terp Payment Plan (301) 314-9000**. By enrolling in the Terp Payment Plan, you spread your payments out over wither 8 or 10 payments thereby avoiding hefty lump sum payments. And there's no interest. Just an annual enrollment fee. With the Terp Payment Plan, you can arrange to have your monthly payments debited directly from your checking or savings account. You'll still receive monthly statements detailing the current status of the account. But no checks to write. And no Payments to mail.

WHERE CAN I EAT ELSEWHERE ON CAMPUS?

Convenience Stores:

North Campus Snack and Shop
Leonardtown Store

Dining Halls:

Denton Dining Room
Ellicot Diner
South Campus Dining Hall

Other Dining:

University Dairy in Turner Lab
Taco Bell Express & Deli & Bakery (Math/ Engineering Buildings)
Jewish Student Center Dining Hall
Rudy's (Van Munching Hall)
Sneakers (Campus Rec)
Splash Grill (Campus Rec)
Mulligan's Grill (Golf Course)
Rossborough Inn

Campus Parking

General Information **314-PARK**
Automotive Assistance **314-4CAR**

If you are driving and staying on campus for less than four weeks, a Summer Visitor Parking Permit will serve as your parking pass in certain designated locations. You will receive this permit when you check in. It is VALID only in lots beginning with a NUMBER. It is NOT VALID in lettered lots or at any meters. Please read parking lot signs carefully to avoid receiving parking tickets.

If you are residing on campus for a longer period or wish to purchase a special permit, you will need to visit the Department of Campus Parking. They are located in Parking Garage 2 on Regents Drive (Building 202 on the campus map) and are open 8:15 a.m. - 5:00 p.m., Monday-Thursday and until 4:00 p.m. on Friday. The cost of a pass will vary with your length of stay and the

type of pass you request. You may also pay to park in the metered spaces in either of two parking garages and various other locations around campus. Meters cost 50 cents per hour and require quarters. We recommend this only as a short-term parking option.

The Department of Campus Parking also offers motorist assistance including lockouts, flat tire assistance, jumpstarts and gas transportation. This is available certain weekday hours by calling Automotive Assistance.

WHERE SHOULD A VISITOR PARK?

Longer-term visitors should call the Department of Campus Parking (DCP) office for parking information. Short-term visitors should park and pay at a campus parking meter.

WHAT DO I DO IF I RECEIVE A PARKING TICKET?

At the University, ticketing generally begins on the first day of classes. If you feel that you have received an undeserved ticket, you may submit it for review through the Department of Campus Parking (DCP) or request a Prince George's County District Court trial (PGCDC). See the front of the ticket for instructions on how to schedule a trial or initiate a review. Ticket recipients must complete all requested information. Tickets indicating a request for a review or court trial must be returned to the DCP within 15 calendar days from the issue date. After your review has been evaluated, you will receive written notification of the decision.

Safety & Security

University Police
Route 1, across from Visitor Center

Safety and security resources at the University include:

Medical Emergency	**911[301-405-3333 from off-campus]**	
Police Emergency	**911**	Security Lighting **405-2222**
TTY/TTD	**x5-7900**	Security Repairs **314-WORK**
Call-A-Ride	**314-CALL**	Sexual Assault **314-2222**
Crime Reporting	**405-3555**	Shuttle-UM Service **314-2255**
Escorts, Security	**405-3555**	Police (non emergency) **405-3555**
Lock Problems	**314-WORK**	Investigation Unit **405-5770**

WHO ARE THE UNIVERSITY POLICE?

The University of Maryland Police Department is a full-service legislated police agency that serves the myriad needs of the students, faculty, staff, and visitors within its jurisdiction. Each of the approximately 75 sworn University Police Officers is empowered by state law to make arrests, investigate crimes, and carry firearms. The Auxiliary Division of the department employs approximately 100 Student Police Aides who work at special events and contract security.

WHAT CAN THEY DO FOR ME?

The mission of the University Police is to serve and protect the community and enforce laws and university policies, 24 hours a day, seven days a week. In this effort, police work with the community in a cooperative community policing effort to prevent crime from occurring and provide assistance to victims once crime has occurred.

Specific services include:

- Emergency response to crimes in progress and to life threatening incidents (dial 911 or 5-3333 from a campus phone, **TTY/TTD x4-7900**).
- Campus patrol: foot patrol, patrol with marked and unmarked police cars, motorcycles and bicycles.
- Crime and incident reporting, which provides data to other campus organizations, the State of Maryland, and the FBI.
- Escorts by Student Police Aides and uniformed police officers.
- Blue Light Emergency phones, providing a direct link to the University Police, are located throughout the campus both inside and outside many academic buildings and residence halls. These phones are yellow and are marked "Emergency;" frequently they have blue lights overhead making their locations easier to find.

Individuals may contact police directly and without charge by simply activating the phone that notifies an emergency dispatcher, via computer at Police Headquarters, of the caller's exact location.

HOW CAN I INCREASE MY PERSONAL SAFETY?

You can learn more about personal safety by participating in such programs as:

- ❑ Alcohol and other Drug Education
- ❑ Building and Office Security Surveys
- ❑ Personal Security Presentations
- ❑ Public Information
- ❑ Rape Aggression Defense (RAD)
- ❑ Self-Defense Workshops
- ❑ Sexual Assault Awareness

Additionally, crime prevention programs, emphasizing security and what residents can do to help themselves, are provided on request to students who live off campus.

HOW ELSE CAN I CONTACT THE UNIVERSITY POLICE IN AN EMERGENCY?
General Information: 314-7218

Callers wishing to contact the University Police from a campus pay phone must dial 911, without charge, and advise the operator that they are at the University of Maryland, and wish to be connected with the University Police. The operator will then forward the call directly to University Police Headquarters.

University Health Center

Campus Drive (across from Stamp Student Union)
General Information **x4-8180**

As a campus guest, you may utilize the services provided by our University Health Center (UHC) staff. All office visits and lab services are billed to you. For special medical needs (e.g. allergy injections, insulin storage), arrangements can be made by calling **(301) 314-8184**.

A signed medical release form is required for anyone age 17 or younger. Services include: medical services; mental health services; substance abuse program; health education; and Center for Health and Wellbeing.

Student Employment

CAMPUS EMPLOYMENT TIPS FOR AAP SOPHOMORES, JUNIORS & SENIORS:

UMD Student Employment Applications Guidelines

The following information is required: application date, name, current address, telephone number, social security number, student status and signature. If this information is not included, your application will not be considered. We recommend that you include employment related experience information relevant to the employment opportunities you are seeking including dates of employment, technology and supervisory experience. Former employer name and telephone number information is not required.

The Stamp Student Union, Campus Programs and the University Book Center will only hire student employees currently registered at the University of Maryland College Park. For example we do not accept student employment applications from University of Maryland University College students. You may be required to show proof of student status.

Full consideration of a student employment application is determined by a current employment need, the student's work availability and general interest and experience. Within the Career Center, the Student Employment Center (SEC) seeks to enhance the employment experiences of UM students through a variety of services, programs, advocacy, and research. The SEC advocates an "earn and learn" philosophy by helping students to see the connection between their work experiences and classroom learning/major, while earning experience, money, and/or credit. The SEC provides "one-stop shopping" where students can look for:

- Part-time jobs
- Internships
- Cooperative education (co-op) positions
- Graduate assistantships

Full-time employment

FEDERAL WORK STUDY STUDENTS NOTE: Students eligible for Federal Work Study/Community Service positions should contact the Office of Student Financial Aid at **314-9000.**

Students interested in **pre-professional work experiences** should consider an internship or co-op.

Through **TERP (The Employment Registration Program) Online**, students can access Job Listings, On Campus Interviewing, and Resume Referral services from any computer with Internet access, 24 hours a day.

Current job listings--including part-time, internship, cooperative education, graduate assistantships, full-time positions, and multiple listings—are accessible 24 hours a day via TERP Online and in the **Resource Room** during Career Center hours.

The SEC acts only as a referral in providing this free service to University of Maryland students and employers. The SEC reviews each job and posts them based on our eligibility criteria. No recommendations or guarantees will be given regarding the employers or positions listed in TERP Online, in the Job Lead Notebooks located in the Resource Room or on the Bulletin Boards outside the Career Center.

On-Campus Interviewing

On-Campus Interviewing offers students the opportunity to interview on campus with a variety of employers for part-time, internship, cooperative education or full-time positions. To participate in On-Campus Interviewing, students must register for TERP Online.

Resume Referral

This resume database allows students and alumni to present their qualifications to employers who are not interviewing on campus. Through posting a resume in the SEC's database, the student joins a pool of candidates accessible to employers requesting applicants with specific skills or backgrounds to fill their current job openings. Employers review the resumes and then contact qualified candidates to arrange office interviews or request additional information. Last year alone, the Career Center sent almost 70,000 student resumes to employers. To take advantage of Resume Referral, students must register for TERP Online.

ENGINEERING MAJORS NOTE: for part-time, internship, and cooperative education positions, contact the Engineering Co-op and Career Services office at **405-3863**.

BUSINESS MAJORS NOTE: for part-time, internship, cooperative education, and full-time positions contact the Undergraduate Business Career Services office at **405-7103**.

UMD STUDENT EMPLOYMENT

If hired, all or part of your semester's dining or housing fee will be pre-payed. Your part of the contract is to work 12-20 hours per week in order to earn back the value of your meals or housing services for that semester. Apply for a job by calling the dining rooms (301-314-8018), catering (301-314-8027), campus bookstore (301-314-7844), residence hall information desks (301-314-5111), or residence hall paint, maintenance, and security (301-405-7440).

South Campus

South Campus is near the academic buildings on the south side of the Mall. This dining room is like a mall food court, with a rotisserie chicken station, grill, deli, pizza line, and more!
STARTING SALARY: $7.00 an hour CONTACT: Melissa Benjamin (301) 314-8044

The Diner

The Diner is our newly renovated Dining Room serving the North Campus Community. The dining room is set up like a mall food court, with a pizza line, grill, deli, bakery, and more. This year, we will be adding a chicken rotisserie station and a "made to order" stir-fry station.
STARTING SALARY: $7.00 an hour / $8.00 an hour for Late Night CONTACT: Ann Hendricks (301) 314-8081

Denton

Denton Dining Room is located on the north side of campus. This dining room has agrill, pizza line, bakeshop, and features Premium meals for Dinner.
STARTING SALARY: $7.00 per hour CONTACT: Bart Hipple (301) 314-8011

Catering

Dining Services' Catering Department organizes events all over campus, from coffee deliveries to dinners for 500 people. Catering students get to choose when they want to work. Certain events like Commencement and home football games are mandatory.
STARTING SALARY: $8.00 an hour CONTACT: June Jones (301) 314-8025

Concessions

Concessions provides food at U of M athletic games in Byrd Stadium, Cole Fieldhouse, Ritchie Coliseum, Shipley Field, Ludwig Soccer Field, concerts, and other special events.
STARTING SALARY: $5.50 an hour or Share of Commission CONTACT: Daniel Robertson (301) 314-1221

Adele's

Adele's is our newest restaurant, featuring new Maryland cuisine reflecting the diversity of the state and combining the best harvest of the Old Line State's fields and waters.
STARTING SALARY: $5.15 an hour, plus tips CONTACT: Wendi Lamond (301) 314-8022

The Rossborough Inn

The Rossborough Inn (near the Dairy) is an historical building that serves faculty, staff and alumni. It is the home of Maryland's faculty club, the Maryland University Club. The Rossborough Inn is a great place to get catering or wait staff experience.
STARTING SALARY: $2.60 an hour, plus tips CONTACT: Chris Cantore (301) 314-8012

Auxiliary Operations

Our Auxiliary Operations Unit has locations all around campus, including:

- University of Maryland Dairy
- Golf Course
- Engineering Deli & Bakery
- Rudy's Café
- Sneakers
- Splash Grill
- Taco Bell

STARTING SALARY: $7.00 an hour CONTACT: John Mohler (301) 314-8037

Warehouse

The Dining Services Warehouse, located in South Campus Dining Hall, is looking for students to assist with receiving and storing food.
STARTING SALARY: $7.00 an hour CONTACT: Wyatt Stuard (301) 314-8039

Maintenance

Our Facilities/Maintenance Department is looking for a team of student workers for data entry, which will assist our Safety and Management Teams on environmental, safety and health compliance issues.
STARTING SALARY: $7.00 an hour CONTACT: Bernie Schultz (301) 314-8086

Shuttle-UM Employment

Shuttle-UM is a student-operated system which employs approximately 130 students as drivers, dispatchers, trainers, maintenance assistants, support staff, and managers. Five full-time University staff oversee the student staff and provided the overall management, administration, and technical support for a system that provides transportation to over one million passengers each year.

Requirements for employment, you must:

- be at least 18 years of age
- be currently enrolled at the University of Maryland as a student
- have a good driving record with at least one year of driving experience
- work a minimum of 14 hrs per week each semester

After submitting an UM Shuttle application you will be contacted by telephone to schedule an interview. Be sure to be on time for your interview and bring a copy of your current driving record. Driving records maybe obtained from the MVA or MVA Express. As a condition of employment, you will be required to pass a pre-employment drug test and a Department of Transportation physical. If you have any questions, please call Shuttle-UM at **(301) 314-3579**.

Recreation

Campus Recreation Services (CRS)	**x6-4400**	CRS Information	**x5-PLAY**
Outdoor Recreation	**226-HIKE**	Court Reservations	**226-4500**
Rec-Check (facility hours)	**x4-5454**	Intramural Sports	**226-4444**
Golf Course	**403-4299**	Intramural Rainline	**x4-RAIN**
Stamp Student Union Recreation Center	**x4-BOWL**	CRS Staff	**226-4400**

http://www.infoRoomumd.edu/crs/

If you are looking to stay fit and reduce stress, Campus Recreation Services is the program for you. CRS offers a variety of recreation activities including fitness/wellness programs, intramural sports, open recreation, and sport clubs. [For detailed information request the current *Campus Recreation Services Bulletin]*

The CRS Office is open: [Hours may vary during semester breaks]

Monday-Thursday	8:30 a.m. - 6:00 p.m.
Friday	8:30 a.m. - 4:30 p.m.

WHAT FITNESS PROGRAMS ARE AVAILABLE?

Campus Recreation Services fitness programs offer a variety of aerobics and water exercise activities for students at all fitness levels. Low impact, step, funk, sport conditioning and water aerobic sessions are offered throughout the week at different times and campus locations. A current UMCP student registration card or faculty/staff ID card along with a picture ID is all you need for admission to any class. You can drop in any session for $1 or purchase an Aerobic Express Card for $20 and go as often as you'd like for the entire semester. And don't forget the Terrapin Fitness Challenge, a self-directed fitness program designed to accommodate even the busiest schedules. Choose from several aerobic activities and exercise at your convenience. Collect points for your activities and earn prizes.

WHAT ABOUT INTRAMURAL SPORTS?

If you are looking to play team sports, participate in individual and dual sporting tournaments, or take part in special sporting events, the CRS Intramural Program has something for you. Students can participate all year round in team sports such as basketball, football, softball, and soccer. Moreover, CRS offers tournaments and special events such as swimming, weight lifting, and cross country. Intramural sports offer students scheduled, structured activities that are open to men and women from the entire campus community, including faculty and staff. Participants do not need to be pros; they can select their own level of competition and play other men and women at that level. CRS sponsors coed, men's, women's, and grad/faculty/staff leagues for most events, so there's plenty of opportunities to play with pals or make new friends. Campus Recreation Services offer more than 25 intramural sports each year. Semester calendars are available at the CRS Office.

IS THERE OPEN RECREATION?

CRS manages several open recreation facilities for students who prefer to exercise at their own leisure. To use these facilities, you must present a current registration card and a picture ID. To use a fitness center, you must also present your Fitness Center User Card, which you receive after completing a short orientation session, and your own towel. CRS offers a variety of open recreation activities, including:

Court sports: You can play basketball, badminton, handball, racquetball, squash, table tennis, volleyball, or wallyball, in the HHP Building or Armory.

Fitness: The Annapolis and HHP Fitness Centers house a variety of Cybex variable-resistance weight training machines and cardiovascular training equipment.

Jogging/Running/Walking: The James Kehoe Track is reserved weekdays from 12:00 to 2:00 p.m., and 7:00 to 10:00pm for recreational jogging, running, and walking. In addition, there are several outdoor running routes on campus. Maps are located in CRS Office. In

addition, the Armory Indoor Track (.10 mile) is reserved weekdays from noon to 1:00pm for anyone wishing to walk, jog, or run inside during lunchtime.

Swimming: The two campus pools are open virtually all year round.

Tennis: Lighted courts are available until 10pm from early April through late October, weather permitting.

Weight Training: The HHP and Ellicott Weight Rooms contain free weights as well as variable-resistance weight-training equipment.

Court Reservation and Equipment

Check-Out Service: Courts may be reserved for handball, racquetball, squash, and wallyball. Equipment may be checked out in the Armory and in 2242 HHP Building. For reservations or information, call **x5-2562** Monday-Friday, 4:00 p.m. -11:00 p.m., and Saturday and Sunday, 10:00am to 10:00pm. CRS also has priority use on the Chapel, Engineering, North, and Fraternity Row fields.

*Call Campus Reservations at **314-8222** to reserve these fields.*

HOW ABOUT JOINING OR FORMING A SPORT CLUB?

Sport Clubs are student organizations that have been formed by students with a common interest and desire to play in a particular sport. CRS sponsors more than 25 sport clubs that are registered with the Office of Campus Programs. The sport club program offers opportunities for instruction, competition, practice, and socializing for novice up to advanced skill students. In addition, club officers have an opportunity to develop valuable leadership skills. If you're interested in joining or forming a sport club, stop by or call the CRS office.

Religious Centers

Several religious centers and leaders are available to the campus community, offering diverse programs and services to meet the varied interests of students, faculty, and staff. Most centers provide spiritual, educational, social, and recreational opportunities in a relaxed and welcome setting. Please call for a schedule of services and activities.

BAPTIST
2120 Memorial Chapel
Rev. Gerald Buckner Phone: 405-8443

BLACK MINISTRIES PROGRAM
1112 Memorial Chapel
Rev. Ruby Resse Moone Phone: 405-8445

CATHOLIC STUDENT CENTER
4141 Guilford Drive
Father Robert Keffer Phone: 864-6223
Sister Rita Ricker Phone: 864-6223

CHRISTIAN SCIENCE
1120 Memorial Chapel
Bob Snyder Phone: 474-0403

CHURCH OF JESUS CHRIST OF LATTER DAY SAINTS (MORMON)
Institute of Religion
7601 Mowatt Lane
Earl Deschamps, Director Phone: 422-7570

EASTERN ORTHODOX
Father Kosmas Karavellas Phone: 261-2104

EPISCOPAL (ANGLICAN)
2116 Memorial Chapel
Rev. Susan Astarita Phone: 405-8453

HINDU
2112 Memorial Chapel
Kiran Sankhla Phone: 314-8008

JEWISH STUDENT CENTER-B'NAI BRITH HILLEL FEDERATION
7612 Mowatt Lane
Rabbi Seth Mandell Phone: 422-6200

LUTHERAN CAMPUS MINISTRY
2103 Memorial Chapel
Elizabeth Platz, Chaplain Phone: 405-8448

HOPE LUTHERAN CHURCH AND STUDENT CENTER
4201 Guilford Drive
Richard Graham, Pastor Phone: 927-5508

MEMORIAL CHAPEL ADMINISTRATIVE OFFICE
1101 Memorial Chapel Phone: 405-9866

UNITED CAMPUS MINISTRY
Supported by the Christian Church (Disciples of Christ), the United Church of Christ, and the Presbyterian Church (USA)
2101 Memorial Chapel
Holly R. Ulmer, Chaplain Phone: 405-8450

UNITED METHODIST
2102 Memorial Chapel
Kim Capps, Chaplain Phone: 405-8451

For religious denominations not listed, contact the Memorial Chapel office for a referral.

University Honors Program

Anne Arundel Hall is the home of the Honors Program at the University of Maryland. Honors is a journey, a privilege, and a commitment. What makes the Honors Program work is getting gifted students together with terrific teachers. The curriculum is set up to try to make you think hard about new things you have never encountered before. But the Program also tries to challenge you to explore your responsibilities in the world.

Honors students have many talents; our Program is a success only if we help you figure out ways in which you can use your talents to help the larger world around you that is so much in need of the intelligence and compassion that are the backbone of a good education. Training you can get anywhere, but philosophical and responsible education is hard to find on any campus, large or small. We want our program to foster this kind of authentic, committed education. If that appeals to you and you have a strong academic record, we may be just what you want and need to make these next years the most rich and rewarding, so far, in your life.

For further information contact: Professor Maynard Mack, Jr., Director x5-6774

Research Assistant Program

Undergraduate Research Assistant Program

The University of Maryland at College Park strives to integrate creative scholarly research with top-quality teaching. The Undergraduate Research Assistant Program, designed with this goal in mind, offers highly motivated students a unique opportunity to venture beyond the classroom through collaboration with faculty members on mutually interesting projects.

URAP, administered by the Office of the Dean for Undergraduate Studies, introduces undergraduates to the discipline and rewards of scholarly research. Students spend four to six hours a week working with or under the direction of a faculty mentor on that faculty member's own research and receive an Undergraduate Research Assistant notation on their transcript at the conclusion of the assistantship. Participation in the program "makes the big store small" for undergraduates, since it only allows them to work closely with faculty members outside the classroom and the opportunity to make significant contributions to faculty research.

One important aspect of the Undergraduate Research Assistant Program is that it is non-competitive. It is open to students of all majors and disciplines who have an interest in research. One does not have to be an "A" student. While many opportunities exist through URAP for students in the sciences and technological areas, many opportunities also exist for students in the humanities, social sciences, and fine arts. The projects in the Faculty Directory are listed alphabetically according to college or school.

Who is eligible?
All undergraduates in good academic standing (minimum grade point average of 2.0) with at least 15 credits completed at College Park and with interest in working with a faculty member for at least one semester.

Procedures for Students:

- Attend a URAP forum (held during the first month of each semester) or come by the Undergraduate Studies Office (2130 Mitchell) for information and appropriate forms.
- Look through the URAP Faculty Directory to locate a faculty member with research projects of interest to you. Call or visit the faculty member to discuss the terms of the research assistant position.
- Come to an agreement with the faculty member regarding hours (4-6 hours/week) and expectations, and fill out the Faculty-Student Research Agreement. Submit white copy of the form to the Undergraduate Studies office and keep the other copy for your records.
- Complete assigned tasks to receive transcript notation indicating successful completion of research in your field of interest.

For more information, please call Maryam Chinisaz at (301) 405-93442, or stop by Undergraduate Studies, 2130 Mitchell Building

Teaching Assistantships

Undergraduate Teaching Assistantships
The Center for Teaching Excellence now supports several different Undergraduate Teaching Assistant opportunities:

- The Regular Undergraduate Teaching Assistant Program
- The Undergraduate Technology Teaching Assistant Program
- The Undergraduate Service Learning Teaching Assistant Program

If you are interested in any of these programs contact Carla Malozowski at (301) 405-9980 or e-mail her at cm224@umail.umd.edu.

Study Abroad

Getting Started on Study Abroad:
Find out general information on what, when, and where to study abroad.

Services in the Study Abroad Office include:
Financing Study Abroad, health, travel, and insurance information.

Contact information:

The Study Abroad Office
3125 Mitchell Bldg.
University of Maryland
College Park, MD 20742
Phone: 301-314-7746
Fax: 301-314-9347
E-mail: studyabr@deans.umd.edu

Semester and Year Programs available:

- Brazil
- Denmark
- France
- Germany
- Israel
- Italy
- London
- Mexico
- Spain

Summer Programs available:

- Costa Rica
- England: Honors at Kiplin Hall
- Germany
- Mexico
- Spain

Exchange Programs available:

- Germany and Austria
- Japan
- Korea
- Spain
- Sweden
- Britain

Winterterm Programs available to UM Students:

- Costa Rica - Sustainable Tropical Agro-Ecosystems
- Cuba - Nationalism, Socialism and Democracy
- Europe and Germany
- Social Change in Mexico
- The Five Faces of Vietnam

Student Judiciary

For More Information Contact:

Judicial Programs	**314-8204**
Central Board	**314-8207**
Honor Council	**314-9154**
Campus Advocate	**314-9154**
Academic Integrity	**314-9396**
Student Conduct	**314-9151**
Parking Appeals	**314-8210**

Office of Judicial Programs & Student Ethical Development University of Maryland

Undergraduate and graduate students are selected annually to serve as members of the student judiciary. In total, approximately 125 students enjoy this leadership opportunity. The process promises to be a chance for you to learn more about yourself and the Office of Judicial Programs and Student Ethical Development, as well as, your potential to serve the University community. You may also want to visit the homepage at **http://www.inform.umd.edu/jpo.**

Should you have any questions about the University Student Judiciary, contact Rob Kelly or John Zacker in the Office of Judicial Programs and Student Ethical Development, 301.314.8204.

The primary function of the office of Judicial Programs is to resolve disciplinary and academic dishonesty referrals involving students at the University of Maryland. In order to do so we utilize graduate and undergraduate students to serve as members of the University Student Judiciary. The Judiciary is comprised of the Central Judicial Board, the Student Honor Council, Student Parking Appeals Board, and Community Advocates. Although each group differs slightly in their perspective, they work to educate other students about their rights and responsibilities as members of the campus community.

The Central Judicial Board
Members of the Central Judicial Board hear the most serious non-academic conduct cases which may result in a suspension or expulsion from the University. Hearing panel members are active participants questioning all parties, determining the facts, rendering a conclusion, and recommending sanctions. Board members are trained and advised to: function as part of a team (5-7 panel members); ask clear, sensitive, and relevant questions to help determine the facts of a case; consider facts carefully; and provide recommendations for sanctions that are educational, fair, and appropriate for the offense.

The Student Honor Council
Student Honor Council members comprise a unique self-governing organization dedicated to creating a climate that supports and promotes academic integrity. Council members are charged with the responsibilities of receiving and investigating reports of academic dishonesty, serving with faculty members on Honor Reviews, and advancing academic integrity on the campus. Students who have allegedly cheated, plagiarized, fabricated, or facilitated academic dishonesty are referred to the Student Honor Council for both investigation and resolution.

Student Parking Appeals
The Student Parking Appeals Board offers students a peer review process for appealing parking tickets issued on the campus. Appeals are received by students who are exposed to similar experiences of campus life. Board members serve on panels of three to four members each, and make individual decisions on most appeals. Panels decide appeals in group deliberation where the tickets carry fines in excess of $100.

Community Advocates
Community Advocates assist complaining parties in either Central Judicial Board hearings or Student Honor Council reviews. These students frequently assist in preparing a case prior to the hearing, make opening and closing statements, assist during questioning, and recommend sanctions. The Advocates investigate facts, research University policy specific to each case, provide support to complainants, and present their findings to the appropriate hearing panel.

Campus Activities

OFFICE OF CAMPUS PROGRAMS **x4-7174**

The programs that make the Adele H. Stamp Student Union the center for campus life are the responsibility of the Office of Campus Programs. These include the Hoff Movie Theater; the Art Center; Arts and Leisure courses; the Parents' Association Gallery; and the Stamp Union Program Council (SUPC), a volunteer student organization that sponsors a variety of concerts, lectures, outdoor recreation trips and other activities. By contacting us you can find information about upcoming Parents Association Gallery exhibits, Hoff Theater movies, and other cultural, recreational, and entertainment events that are taking place in the Union. The Office of Campus Programs also sponsors the university's leadership programs including credit-courses and all-university leadership conferences. Moreover, the campus' clubs and organizations use the Office of Campus Programs as a service center. (For information, see the section of this guide titled "Campus Programs")

Stamp Student Union Building Hours [Hours may vary during summer & semester breaks]

Monday – Thursday	7:00 am – 12:00 midnight
Friday	7:00 am – 1:00 am
Saturday	8:00 am – 1:00 am
Sunday	noon – 12:00 midnight

ART & LEARNING CENTER - x4-ARTS

The Art & Learning Center is located on the lower level of the Stamp Student Union, down the Hall from Hoff Theater. The Center provides UMCP students with open studio space, specialized studios in pottery, photography, painting, drawing and printmaking, and project supervision as needed. Instruction is oriented to both children and adults, including an annual summer camp for children. The Art & Learning Center is open Monday-Friday from 10:00 a.m. to 8:00 p.m., and additional times as scheduled.

The Art & Learning Center also offers a variety of art and leisure activities and courses such as drawing and painting, yoga, photography, ballroom dance, pottery, massage therapy, T'ai Chi Chuian, aerobics and self-defense for women. Classes allow you to learn a skill, experiment with a new art medium, or improve your physical fitness in a relaxed environment. Classes are non-credit unless credit is prearranged by the student. They are inexpensive and usually meet once a week for six to 12 weeks, or you may choose one of the one-day workshops we offer. All courses are taught in the Stamp Student Union either in the Art & Learning Center or in various meeting rooms. Registration fees vary. Workshops are usually free. Brochures containing course information are available at the Art & Learning Center.

The Parents Association Gallery, located off the main lobby of the Union and maintained by the Art & Learning Center, exhibits local, national, and international art. Exhibitions with open-house receptions occur monthly. The Gallery welcomes exhibition suggestions from UMCP students.

CHEVY CHASE BANK - x4-8603

Chevy Chase Bank, located on the lower level of the Stamp Student Union, is a full-service bank that offers students "Terrapin Checking" accounts, savings accounts, and other financial services. Several ATM's are located in the Stamp Student Union as well as near the South Campus Dining Hall, Ellicot Hall, and the Visitor Center (on Route 1).

DINING ESTABLISHMENTS - x4-8054

The Department of Dining Services operates several restaurants and stores on the lower level of the Stamp Student Union. These include Adele's **(x4-8022)**, and Dory's Sweets. The eateries Buffet Court, Maryland Deli and Bakery. The Coffee Bar, The Pizza Shop, Taco Bell Express, and the Union Shop. McDonald's (**301-779-3917;** lower level), the Maryland Food Co-Op (**x4-8089;** basement), and numerous vending machines are also located in the Stamp Student Union. For more information, see the section in this handbook titled *Campus Dining*.

HOFF THEATER - x4-HOFF

The Hoff Theater, located on the lower level of the Stamp Student Union, is the place to go for inexpensive, first-rate movies. The Hoff brings contemporary favorites; American, foreign and cult classics; and frequent "sneak previews." The Hoff features DOLBY Sound, over 700 seats, and a large screen. Regular days of operation are Wednesday through Saturday. Ticket Prices are:

$2.50 - Senior Citizens, kids under 13, and Wednesday matinee for all
$2.50 – UMD Students, Faculty, & staff (with current ID)
$4.00 - General admission
$2.00 – All shows before 6 p.m.

Hoff film schedules, listing movie titles and dates are available at the theater and at the Stamp Student Union Information Desk.

MAIL BOXES, ETC. - x4-9982

Located on the lower level of the Stamp Student Union, Mail Boxes, Etc., provides stamps, postal services, fax service, shipping (UPS, FEdEx, DHL), notary service, self-service copy machines, key duplicating, rubber stamps, business cards, etc.

RECREATION CENTER - x4-BOWL

The Rec Center is located in the basement of the Union. It features 16 bowling lanes, and an adjacent billiard room with 11 regulation tables and one three cushion table. One level above houses Video Quarters with 25 of the latest pinball and video games.

STAMP STUDENT UNION TICKET OFFICE - 314-TKTS

The Ticket Office is located on the lower level of the Stamp Student Union and is a TICKETMASTER outlet [**TICKETMASTER Phone Charge- 202-432-SEAT**]. Tickets are available for concerts at most Baltimore/D.C. area venues as well as professional sporting events like the Bullets, Capitals, and Orioles. See plays at the Warner, Ford's, and Olney Theaters. Visit the U.S. Holocaust Memorial Museum and the National Aquarium The Ticket office also sells tickets for most SUPC and SEE Productions events on campus.

Also available are Metrobus passes, Metrorail farecards, M.A.R.C, train tickets, and discounted King's Dominion tickets. The Ticket Office also offers private locker rentals in the Union. Rent by the semester or by the academic year.

UNIVERSITY BOOK CENTER - x4-BOOK **301-403-8326 FAX**

Your on-campus store for textbooks, course materials and supplies, and Maryland insignia sportswear. In addition, the Book Center sells general nonfiction and fiction books, greeting cards, gifts, class rings, and more.

Computer software and hardware are now available at the Book Center. An extensive selection of major brands including IBM, Apple, Microsoft, and Borland is available for sale to faculty, staff, and students. Software is educationally priced, and computers and other hardware are on display for demonstration and examination.

Fall and Spring Hours:

Monday – Friday	**8 am – 6 pm**
Saturday	**10 am – 5 pm**
Sunday	**11 am – 5 pm**

Shuttle UM

Shuttle information call **(301) 314-2255**

Shuttle-UM is a student-run transit system supported by student fees. The mission of Shuttle is to provide safe and dependable transportation to University students, faculty, and staff, and to function as a learning environment for students.

In 1992, Shuttle-UM was recognized as one of the safest systems in North America, compared with

similar systems, when the American Public Transportation Association (APTA) presented it with the Neil E. Goldschmidt Silver Safety Award. More recently, Shuttle-UM was recognized as a finalist in 1996 for APTA's Certificate of Achievement in recognition of outstanding achievement in safety.

Local Sites

WASHINGTON, D.C.

How do I get to Washington, DC?

From the College Park - University of Maryland Metrorail (METRO) station, you can efficiently and inexpensively travel throughout the Washington, DC area. METRO trains run every 5 to 10 minutes from 5:30 a.m. to midnight, Monday through Friday, and from 8:00 a.m. to midnight, Saturday and Sunday. Buses and taxis are available to get from any METRO Station to nearby locations.

What is there to do in DC?

For a start, try some of these sites:

- Arlington National Cemetery
- Basilica of the National Shrine
- Hirshorn Museum and Sculpture Garden
- Islamic Center
- Jefferson Memorial
- Korean War Veterans Memorial
- Library of Congress
- Lincoln Memorial
- National Air & Space Museum
- National Archives
- National Gallery of Art
- National Geographic Society
- National Museum of African Art
- National Museum of American Art
- National Museum of American History
- National Museum of Natural History
- National Museum of Women in the Arts
- National Portrait Gallery
- National Zoo
- Smithsonian Castle
- Vietnam Veterans Memorial
- Union Station
- U.S. Capitol Building
- U.S. Holocaust Memorial Museum
- U.S. Supreme Court
- Washington Monument
- Washington National Cathedral
- White House

Where are the best restaurants, shops, & hot spots?
The heart of **Georgetown**-DC's "college neighborhood" -is located at Wisconsin and M Streets, NW several blocks west of the Foggy Bottom-GWU METRO station. Georgetown is largely a walking experience, with dozens of places to eat, be entertained, and shop.

Dupont Circle (a METRO station) is also famous for its food and entertainment. Adams-Morgan, a multi-ethnic neighborhood northwest of the U Street-Cardoza METRO station, provides an international experience. And Capitol Hill, north of the Capitol South METRO station, is where DC's executive crowd hangs out.

"Old Town" Alexandria, east of the King Street METRO station, provides a colonial flair to your eating and entertainment experience. And Downtown Bethesda (a METRO station) offers an upscale evening.

COLLEGE PARK, MARYLAND

What is there to do in and around College Park?
The City of College Park stretches from north of the Beltway to several miles south of the University With Route 1 as the main corridor, College Park offers numerous opportunities for dining, entertainment, services, and shopping. Downtown College Park - the area just east of the University-caters primarily to the college crowd, with restaurants, nightspots, and shops geared for students Movie theaters, grocery stores, and shopping malls are located in adjacent cities such as Greenbelt, Hyattsville, Beltsville, and Adelphi, all connected to the University by Shuttle UM and Metrobus.

BALTIMORE, MARYLAND

How do I get to Baltimore?
From the College Park MARC Commuter Train Station (adjacent to the METRO station), you can take the Camden Line to Baltimore's Inner Harbor-Camden Yard. From the New Carrollton METRO station (accessible by Shuttle-UM), you can take the Penn Line to the BWI Airport and Baltimore's Penn Station.

What is there to do in Baltimore?
One of the nation's eastern seaports, Baltimore has undergone a recent and remarkable renaissance. Baltimore's **Inner Harbor** now glistens with elegant downtown malls, quaint shops, a superb aquarium, and dozens of restaurants. The **Baltimore Orioles** play great major league baseball at nearby Camden Yards. Within walking distance from the Inner Harbor is Fells Point, a rustic old shipping port full of eateries, shops, and nightlife.

ANNAPOLIS, MARYLAND

How do I get to Annapolis?
Unfortunately, no public transportation system exists between the Washington area and Annapolis. By car, take Route 50 east and follow the signs to "Historic Downtown" Annapolis. Park as close to downtown as possible and walk in. Annapolis is best seen by foot and offers many options for shopping and dining.

What is there to do in Annapolis?
Beautiful, historic Annapolis is located on the Chesapeake Bay. Downtown Annapolis is a perfect setting for a sunny afternoon of shopping and sightseeing or for a moonlit walk along the water. While in Annapolis, visit the State House, Maryland's Capitol Building, and the U.S. Naval Academy. Downtown also offers City Dock and Main Street, both of which provide dozens of opportunities to eat, shop, and have fun.

COURSE LIST FOR SUMMER TRANSITIONAL PROGRAM

AASP 100 **Introduction to Afro-American Studies**: Significant aspects of the history of Afro-Americans with particular emphasis on the evolution and development of black communities from slavery to the present. Interdisciplinary introduction to social, political, legal and economic roots of contemporary problems faced by blacks in the United States with applications to the lives of other racial and ethnic minorities in the Americas and in other societies.

CCJS 100 **Introduction to Criminal Justice**: This is an introduction to the administration of criminal justice in a democratic society with emphasis on the theoretical and historical development of law enforcement. The principles of organization and administration for law enforcement, functions and specific activities, planning and research, public relations, personnel and training, inspection and control, direction, and policy formulation is discussed.

GVPT 170 **American Government**: A comprehensive study of national government in the United States-national, state and local.

HIST 156 **History of the United States to 1865:** The United States from colonial times to the end of the Civil War. Establishment and development of American institutions.

HIST 157 **History of the United States since 1865**: Emphasis will vary with lecturer. Most will address democracy, role of government, human rights, civil rights, industrialization, forces of change, role of the individual, bias and prejudice, war, reform, immigration, and American culture. Essay examination, written work, and class discussions require students to analyze material. Fulfills CORE Social and Political History requirement.

HLTH 106 **Drug Use and Abuse**: An interdisciplinary analysis of contemporary drug issues and problems. The course will examine the physical, mental, social, philosophical, historical, legal and health aspects of drug use and abuse. Special attention will be focused on general motivations of drug use for those that use them on the college campus.

HLTH 285 **Controlling Stress and Tension:** Health problems related to stress and tension. Analysis of causative psych-Social stressors and intervening physiological mechanisms. Emphasis on prevention and control of stress through techniques such as biofeedback, meditation and neuromuscular relation.

SOCY 100 **Introduction to Sociology**: A large number of fundamental sociological concepts and the most frequently used theoretical perspectives are introduced in this course. Students are shown how a sociological approach can help them to understand their everyday experiences, as well as the significant events of their time. Essay exams will be used extensively; some objective testing may also be used. At least one paper will be required. Fulfills CORE Behavioral and Social Science requirement.

THET 110 **Introduction to the Theatre:** Introduction to the people of the theatre; actors, directors and backstage personnel. The core and characteristics of a play script; theatrical forms and styles; and theatre history.

Here is an example of what a student's schedule might look like during the summer:

Sample Student Summer Schedule

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 - 8:30	ENGLISH CLASS ↓		ENGLISH CLASS ↓		
8:30 - 9:00		COLLEGE STUDY SKILLS CLASS		COLLEGE STUDY SKILLS LAB	
9:00 - 9:30					
9:30 - 10:00					
10:00 - 10:30	GROUP COUNSELING		COLLEGE STUDY SKILLS CLASS		
10:30 - 11:00		ENGLISH LAB ↓			ENGLISH LAB ↓
11:00 - 11:30				INDIV COUNSEL	
12:00 - 12:30					
12:30 - 1:00	SOCIOLOGY 105 ↓	SOCIOLOGY 105 ↓	SOCIOLOGY 105 ↓	SOCIOLOGY 105 ↓	SOCIOLOGY 105 ↓
1:00 - 1:30					
1:30 - 2:00					
2:00 - 2:30	PRE-MATH 110 ↓	EDCP 108-E ↓	PRE-MATH 110 ↓	EDCP 108-E ↓	PRE-MATH 110 ↓
2:30 - 3:00					
3:00 - 3:30					
3:30 - 4:00	TUTORING ↓		TUTORING ↓		
4:00 - 4:30					
4:30 - 5:00					

Sample Student Fall Schedule

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 - 8:30					
8:30 - 9:00					
9:00 - 9:30	THEATER 110	ENGLISH	THEATER 110	ENGLISH	
9:30 - 10:00	SECTION 0105	LAB - EDCI ↓	SECTION 0105	LAB - EDCI ↓	
10:00 - 10:30			INDIV COUNSEL		PRE-MATH
10:30 - 11:00					115 LAB - EDCI
11:00 - 11:30	HISTORY 157	ENGL 101	HISTORY 157	ENGL 101	HISTORY 157
12:00 - 12:30	SECTION 0101	SECTION 0301	SECTION 0101	SECTION 0301	SECTION 0101
12:30 - 1:00					
1:00 - 1:30		EDCI COLLEGE		EDCI COLLEGE	
1:30 - 2:00		STUDY SKILLS		STUDY SKILLS	
2:00 - 2:30	HISTORY 157				
2:30 - 3:00	TUTORING				
3:00 - 3:30	PRE-MATH 115		PRE-MATH 115	LEADERSHIP	
3:30 - 4:00	LAB - EDCI		LAB - EDCI	SKILLS	
4:00 - 4:30					
4:30 - 5:00				THEATER 110	
5:00 - 5:30				TUTORING	

UM Codes & Policies

Note: Following is only selected sections of the Code of Student Conduct. The complete Code of Student Conduct is reprinted in full in the Undergraduate Catalog. For further information regarding the Code of Student Conduct, contact the Office of Judicial Programs.

Selected sections of the **Code of Student Conduct** [reprinted in full in the Undergraduate Catalog]:

Rationale (section 1)

The primary purpose of the imposition of discipline in the University setting is to protect the campus community. Consistent with that purpose, reasonable efforts will also be made to foster the personal and social development of those students who are held accountable for violations of University regulations.

Prohibited Conduct *(section 9)*

The following misconduct is subject to disciplinary action:

(a) Intentionally or recklessly causing physical harm to any person on University premises or at University sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm.

(b) Unauthorized use, possession or storage of any weapon on University premises or at University sponsored activities.

(c) Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion, or other emergency on University premises or at University sponsored activities.

(d) Any act or omission committed on or off-campus that constitutes a serious criminal offense. A serious criminal offense is hereby defined as being an action which is a felony under Maryland law and which indicates that the student constitutes a substantial and continuing danger to the safety or property of the university or members of the campus community.

(e) Knowingly violating the terms of any disciplinary sanction imposed in accordance with this code.

(f) Intentionally or recklessly misusing or damaging fire safety equipment.

(g) Unauthorized distribution or possession for purposes of distribution of any controlled substance or illegal drug on University premises or at University premises or at University sponsored activities.

(h) Intentionally furnishing false information to the University.

(I) Making, possessing, or using any forged, altered, or falsified University document, on or off campus.

(j) Intentionally and substantially interfering with the freedom of expression of others on University premises or at University sponsored events.

(k) Theft of property or of services on University premises or at University sponsored activities; knowing possession of stolen property on University premises or at University sponsored activities.

(l) Intentionally or recklessly destroying or damaging the property of others on University premises or at University sponsored activities.

(m) Engaging in disorderly or disruptive conduct on University premises or at University-sponsored activities which interferes with the activities of others, including studying, teaching, research, and University administration.

(n) Failure to comply with the directions of University officials, including campus police officers, acting in performance of their duties.

(o) Violation of published University regulations or policies, as approved and complied by the Vice President for Student Affairs. Such regulations or policies may include the residence hall contract, as well as those regulations relating to entry and use of University facilities, sales or consumption of

alcoholic beverages, use of vehicles and amplifying equipment, campus demonstrations, and misuse of identification cards.

(p) Use or possession of any illegal drug on University premises or at University sponsored activities.

(q) Unauthorized use or possession of fireworks on University premises.

UM Policy on Student Alcohol & Other Drug Abuse

The University of Maryland at College Park is dedicated to the pursuit and dissemination of knowledge. The illegal or abusive use of drugs or alcohol by members of the campus community jeopardizes the safety of the individual and the campus community, and is inimitable to the academic learning process. The University of Maryland is therefore committed to having a campus that is free of the illegal or abusive use of drugs and alcohol. In keeping with this commitment, it is the policy of the University that the illegal or abusive use of drugs or alcohol is prohibited on University property or as part of University activities.

In order to inform all students of their responsibilities and the possible penalties for violations of this policy, the following rules, standards of conduct, and sanctions are set forth:

DRUGS

The Code of Student Conduct prohibits, on University premises or at University sponsored activities, the:

(1) Unauthorized distribution;
(2) possession for purposes of distribution;
(3) use; or
(4) possession of any controlled substance or illegal drugs.

"Controlled substance" and "illegal drugs" prohibited under the Code of Student Conduct are set forth in Schedules I through V in Article 27, part 279 of the Annotated Code of Maryland.

ALCOHOL

The Code of Student Conduct prohibits the violation of published University regulations or policies regarding the possession, use or distribution of alcoholic beverages, as approved and complied by the Vice President for Student Affairs. These policies, generally described below and subject to amendment from time to time, are available for public inspection during normal business hours in the Office of Judicial Programs.

The **Resident Life Alcohol Policy** controls the use, possession or distribution of alcohol in campus residence halls. This policy prohibits the possession or use of alcohol by any student under the age of 21 the furnishing of alcohol to a person known to be under the age of 21. It prohibits the possession or use of kegs, beer balls, punch bowls, and other common containers of alcoholic beverages of a similar nature, the sale of alcohol, and parties involving alcohol. Students of legal drinking age may consume alcohol in their rooms, suites or apartments only. Copies of this policy are available from the Office of Resident Life.

The **Office of Campus Programs Alcohol Policy** controls the use, possession or distribution of alcohol by student under the age of 21 or the furnishing of alcohol to a person known to be underage of 21. Alcoholic beverages otherwise may not be possessed, consumed or distributed at University premises unless advance written approval has been obtained from the Office of Campus Programs. Copies of this policy are available from the Office of Campus Programs. Fraternities

and sororities are prohibited from the use of a kegs, beer balls, punch bowls, and other common containers of alcoholic beverages of a similar nature on the organization's premises or on any University property at any time.

In addition, the **Inter-Fraternity Council and Pan-Hellenic Association Joint Social Policy** regulates the use of alcohol at social events held at the fraternities and sororities. This policy, as approved by the Vice President for Student Affairs, is available for public inspection during normal business hours in the Office of Student Affairs.

SMOKING POLICY AND GUIDELINES

UMCP has found that a significant percentage of faculty, staff, and students do not smoke, smoke is offensive to many nonsmokers, it is harmful and even debilitating to some individuals due to their physical condition, and there is evidence suggesting that passive smoke inhalation is harmful to nonsmokers. In response to the above considerations, it is hereby established as the policy of UMCP to achieve a public facility environment as close to smoke-free as practicable possible. Obtaining and maintaining this result will require the willingness understanding, and patience of all members of the Campus community. ***Smoking is prohibited in indoor locations***.

Smoking Policy Implementation

Unit heads, or their designers, are responsible for:

1) Assuming that this policy is communicated to everyone within their jurisdiction and to a all new members of the Campus community.
2) Implementing the policy and guideline and assuring that appropriate notice is provided.
3) Developing guidelines to embrace all special circumstances in the Campus is impossible. If unit heads find circumstances in their areas that they believe warrant exception from particular provisions in this Smoking Policy for specific local exceptions to the President or his or her designee.

Smoking Policy Compliance

This policy relies on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers for its success. It is the responsibility of all members of the Campus community to observe this Smoking Policy and Guideline. Complaints or concerns regarding this policy or disputes regarding its implementation should be referred to the immediate supervisor for resolution. If a resolution cannot be reached, the matter will be referred by the supervisor to the appropriate department head or vice president for mediation.

Review

The provisions and guidelines attached to this Smoking Policy shall be subject to future review and revision to ensure that the objective is obtained. Special attention shall be given to determining if voluntary compliance without disciplinary sanctions has proven satisfactory.

Residential Housing

This Policy does not apply to privately occupied portions of University-owned residential spaces, such as dormitory rooms, apartments, or houses.

UNIVERSITY OF MARYLAND, COLLEGE PARK CODE OF ACADEMIC INTEGRITY

Introduction

The University is an academic community. Its fundamental purpose is the pursuit of knowledge. Like all other communities, the University can function properly only if its members adhere to clearly established goals and values. Essential to the fundamental purpose of the University is the commitment to the principles of truth and academic honesty. Accordingly, The Code of Academic Integrity is designed to ensure that the principle of academic honesty is upheld. While all members of the University share this responsibility, The Code of Academic Integrity is designed so that special responsibility for upholding the principle of academic honesty lies with the students.

Definitions

Academic Dishonesty:	any of the following acts, when committed by a student, shall constitute academic dishonesty.
Cheating:	intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
Fabrication:	intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
Facilitating Academic Dishonesty:	intentionally or knowingly helping or attempting to help another to violate any provision of this Code.
Plagerism:	intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

Responsibility to Report Academic Dishonesty

Academic dishonesty is a corrosive force in the academic life of a university. It jeopardizes the quality of education and depreciates the genuine achievements of others. It is, without reservation, a responsibility of all members of the campus community to actively deter it. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act. Histories of institutions demonstrate that a laissez-faire response will reinforce, perpetuate, and enlarge the scope of such misconduct. Institutional reputations for academic dishonesty are regrettable aspects of modern education. These reputations become self-fulfilling and grow, unless vigorously challenged by students and faculty alike.

All members of the University community, students, faculty, and staff share the responsibility and authority to challenge and make known acts of apparent academic dishonesty.

University of Maryland Guidelines for the Acceptable Use of Computing Resources

Primary Principles: Freedom of Expression and Personal Responsibility

Freedom of expression and an open environment to pursue scholarly inquiry and for sharing of information are encouraged, supported, and protected at the University of Maryland. These values lie at the core of our academic community. Censorship is not compatible with the tradition and goals of the University. While some computing resources may be dedicated to specific research, teaching, or administrative tasks that would limit their use, freedom of expression must, in general, be protected. The University does not limit access to information due to its content when it meets the standard of legality. The University's policy of freedom of expression applies to computing resources.

Concomitant with free expression are personal obligations of each member of our

community to use computing resources responsibly, ethically, and in a manner which accords both with the law and the rights of others. The campus depends first upon a spirit of mutual respect and cooperation to create and maintain an open community of responsible users.

General

These guidelines set forth standards for responsible and acceptable use of University computing resources. They supplement existing University policies, agreements, and state and federal laws and regulations. Computing resources include host computer systems, University-sponsored computers and workstations, communications networks, software, and files.

Computing resources are provided to support the academic research, instructional, and administrative objectives of the University. These resources are extended for the sole use of University faculty, staff, students, and other authorized users ("users") to accomplish tasks related to the user's status at the University, and consistent with University's mission.

Users are responsible for safeguarding their identification (ID) codes and passwords, and for using them for their intended purposes only. Each user is responsible for all transactions made under the authorization of his or her ID, and for all network activity originating from his or her data jack. Users are solely responsible for their personal use of computing resources and are prohibited from representing or implying that the content constitutes the views or policies of the University.

Violation of these guidelines constitutes unacceptable use of computing resources, and may violate other University policies and/or state and federal law. Suspected or known violations should be reported to the appropriate University computing unit. Violations will be processed by the appropriate University authorities and/or law enforcement agencies. Violations may result in revocation of computing resource privileges, academic dishonesty or Honor Council proceedings, faculty, staff or student disciplinary action, or legal action.

User Responsibilities

The following provisions describe conduct prohibited under these guidelines:

- Altering system software or hardware configurations without authorization, or disrupting or interfering with the delivery or administration of computer resources.
- Attempting to access or accessing another's account, private files, or e-mail without the owner's permission; or misrepresenting oneself as another individual in electronic communication.
- Installing, copying, distributing or using software in violation of: copyright and/or software agreements; applicable state and federal laws; or the principles described in Using Software, A Guide to the Ethical and Legal Use of Software for Members of the Academic Community, available at www.inform.umd.edu/software-guide.
- Using computing resources to engage in conduct which interferes with others' use of shared computer resources and/or the activities of other users, including studying, teaching, research, and University administration.
- Using computing resources for commercial or profit-making purposes without written authorization from the University.
- Failing to adhere to individual departmental or unit lab and system policies, procedures, and protocols.
- Allowing access to computer resources by unauthorized users.
- Using computer resources for illegal activities. Criminal and illegal use may include obscenity, child pornography, threats, harassment, copyright infringement, defamation, theft, and unauthorized access.

Important Telephone Numbers

Academic Achievement Programs	5-4736
Academic Information Technology Services	5-7171
Admissions Office	4-8385
Alcohol & Drug Programs	4-8128
Art Gallery	5-2763
Athletic Ticket Office	4-7070
Black Student Union	4-8326
Bursar's Office (student accounts)	4-9000
Call-A-Ride	314-CALL
Campus Activities	4-7174
Campus Bookstore	4-2665
Campus Information	5-1000
Campus Mail Services	5-4474
Campus Mediation Center	4-7661
Campus Parking	314-PARK
Campus Photo Services	5-4477
Campus Programs	4-7174
Campus Recreation Services	4-7218
Car Pooling	4-3645
Career Development Center	4-7225
Community Service Programs	314-CARE
Computer Science Center	5-7700
Counseling Center	4-7651
Disability Support Services	5-4217
Escort Service UM Police	5-3555
Financial Aid	4-8313
Fire Department (College Park)	5-3333
Graduate Admissions	5-4198
Health Center (appointments)	4-8184
HELP Center (Peer Counseling)	5-HELP
Hoff Theatre	4-4633
Hornbake Library	5-9257
International Education Services	4-7740
Job Referral Service	4-8234
Learning Assistance Service	4-7693
Legal Aid	4-7756
Lost Meal Cards	4-8064
MARS Records and Registration	403-0500
Maryland Book Exchange	927-2510
Meal Plan & Dining Hall Information	4-8068
Mental Health Clinic	4-8106
Multi-Ethnic Student Education Office (OMSE)	5-5616

Non-print Media Services	5-9236
Nyumburu Cultural Center	4-7760
Office of Student Financial Aid	4-8313
Orientation Office	4-8217
Parents Association	4-8440
Parking	4-7275
PG County Sexual Assault Center	618-3154
Records and Registration	4-8240
Reprographic Services	314-COPY
Resident Life (Housing Information)	4-2100
Shuttle UM Employment	4-2255
Stamp Student Union Information Desk	314-DESK
Stamp Student Union Ticket Office	4-TKTS
Stamp Student Union	4-3375
Student Government Association	4-8329
Student Legal Aid Office	314-7756
Study Abroad Programs	4-7746
Terrapin Yearbook	4-8349
Transcript Information	4-4636
Undergraduate Studies	5-9363
Union Recreation Center	314-BOWL
University Book Center	314-BOOK
University Theatre	5-2201
Vending Machine (Repair and Refunds)	1-800-252-4272
Women's Clinic	4-8190
Writing Center	5-3785

Glossary of AAP Terms

AAP	Academic Achievement Programs (including the Intensive Educational Development/Student Support Services programs, the Ronald E. McNair Post-Baccalaureate Achievement Program, Educational Opportunity Center and the Academic Support for Returning Athletes Program)
ADU	Academic Development Unit
ASRAP	the Academic Support for Returning Athletes Program which provides financial assistance and advising to returning former UM student-athletes.
Bursar	the office that collects tuition and fees
CSS	the College Study Skills component
EOC	the Educational Opportunity Center
FAFSA	Free Application for Federal Student Aid
GPA	grade point average
IED	the Intensive Educational Development Program
MARS	the University of Maryland-College Park's automated records and registration system
McNair	Ronald E. McNair Post-Baccalaureate Achievement Program, an Academic Achievement Program which offers financial and academic support for disadvantaged students desiring to pursue post-baccalaureate studies or graduate level degrees.
SSS	the Student Support Services Program (a program sponsored by the U.S. Department of Education) which provides personal and academic counseling services for at-risk students.
STP	AAP's Summer Transitional Program
TBA	"to be announced"
Terrapins	the name of sports teams at the University of Maryland at College Park.
Testudo	the name of the diamondback turtle that serves as the campus mascot.
UM	University of Maryland, College Park

AAP Telephone Roster

NAME	TITLE	ROOM	TELEPHONE #	E- MAIL ADDRESS
Acevedo-Ortiz, Antonio	Math Coordinator	0108B	5-4746	oa5@umail.umd.edu
Battle, Dr. Conchita Y.	Assistant Director, AAP	0105B	5-4738	cb217@umail.umd.edu
Beyene, Dr. Tilahun	Associate Director, AAP	0112D	5-4751	tb10@umail.umd.edu
Botts, Marsha Turner	Administrative Assistant	0111	5-4736	mtbotts@wam.umd.edu
Ervin, Ora L.	Administrative Assistant	0112	5-4749	
Franchi, Julia M.	Administrative Assistant	0112	5-1572	jfranchi@wam.umd.edu
González, Edna I.	EOC Counselor	0105H	5-0427	eig@wam.umd.edu
Guerra, Julio F.	Counselor	0105E	5-4744	jg90@umail.umd.edu
Jackson, Q.T., Jr.	EOC Counselor	0105H	5-0427	qtjacksn@wam.umd.edu
Jones, Dr. Steven E.	Counselor	0105F	5-4743	sj37@umail.umd.edu
Lewis, Dr. Jerry L.	Director, AAP	0111A	5-4736	jl33@umail.umd.edu
Murray, Dr. Alice N.	Associate Director, SSS	0105D	5-4742	am177@umail.umd.edu
Nottingham, André D.	Counselor	0105C	5-4741	an44@umail.umd.edu
Peko, Dr. Nthakoana	Associate Director, McNair	0112A	5-4748	np5@umail.umd.edu
Pendleton, Dr. Ernesta P.	English Coordinator	0108C	5-4750	ep63@umail.umd.edu
Pollock, Debora	ASRAP Coordinator	0108A	5-7217	dp111@umail.umd.edu
Shogè, Simeon B.	Tutorial Coordinator	0105G	5-4745	sbshoge@wam.umd.edu
Southerland, Wallace, III	McNair Counselor	0108A	5-6907	wsouther@wam.umd.edu
Youngblood, Marsha A.	CSS Coordinator	0112B	5-7464	my26@umail.umd.edu

AAP Fax #: 301-314-9794

72

73

CALCULATE YOUR GRADE POINT AVERAGE (GPA)

1. List your semester courses and the grades you earned:

COURSE	CREDIT HOURS	GRADE	Quality Points
TOTAL Credit Hours		TOTAL Quality Points	

4. Assign value to the letter grades as follows:

A = 4
B = 3
C = 2
D = 1
F = 0

5. Multiply the credit hours times the value of the letter grade for each course, then add to determine total quality points.

4. Divide the total quality points by the number of credit hours attempted to get the GPA -- **This is your GPA!**

Index

A

AAP
- glossary 43
- history 4
- mission 5
- philosophy 5
- motto 6
- telephone roster 70

Academic Information Technology Services 26,27
Academic Integrity Policy 65
Academic Performance 18
Acevedo-Ortiz, Antonio 10, 70
Alcohol & Other Drug Abuse 33, 63
Alexandria, VA 57
Annapolis, MD 58
Architecture Library 23
Art & Learning Center 53
Art Library 23
ASRAP 4,6
Assignments 11
Attendance 9, 10, 13, 18, 17
Attitude 18

B

Baltimore, MD 57
Bank, Chevy Chase 54
Battle, Conchita Y. 70
Behavior 13,17
Beyene, Tilahun 14, 19, 70
Bookstore, University 55
Botts, Marsha Turner 70
Bowling 54

C

Calculating GPA 20, 71
Campus Activities 53
Campus Programs, Office of 53
Career Center 43
Cheating 12, 65
Chevy Chase Bank 54
Classroom participation 17, 18
College Park, MD 57
College Study Skills Component (CSS) 8
Computer Assisted Research Service (CARS) 25
Computer
- labs 32
- programs 27
- resources 26, 66

Conduct 14
Convenience Stores 38
Core courses 9, 15, 16
Counseling Component 8, 15
Court reservation 47
Court sports 46
Crime reporting 39

D

Dining 36
- establishments 54
- halls 36, 38
- payment plans 37
- services 38

Dining Dollars 26
Drugs (Policy) 33, 63
Dupont Circle 57

E

EDCI 288D & E 5, 19
EDCP 108E 5, 15, 18-19
EDCP 108D 5, 7
Educational Opportunity Center (EOC) 4, 6
Electronic Information Services 25
Electronic Mail (e-mail) 27
Ellicott Dining Hall 36
Emergency
- medical 39
- police 39, 40

Employment 42
English Component 8, 11
- English 101 12
- lab 12

Ervin, Ora L. 70
Escorts, security 39
Examination Papers (past) 14

F

Faculty
- office hours 32
- visits/trips 32

Final Examinations 19
Financial Aid 21, 42
- regulations 21
- web sites 22

First Year 7
Fitness Programs 46
Franchi, Julia M. 70

G

Glossary 69
González, Edna 70
GPA 5, 20, 71
Grading policy 9, 11, 13
Guerra, Julio F. 15, 70
Group learning 16

H

Handbook Introduction 6
Health Center 41
Hoff Theatre 54
Honors Program, University 49
Hornbake Library 24

I

IED English 12
IED History 4
Important Telephone Numbers 67
Inner Harbor 57
Interlibrary loans 25
Intramural Sports 46

J

Jackson, QT 70
Jogging 46
Jones, Steven E. 15, 71

L

LaPlata Hall 28
Learning Groups 16
Lewis, Jerry L. 3, 4, 70
Libraries 23
Library Services 25
Lock problems 39
Lockers, library 25

M

Mail Boxes, Etc. 54
Mailing Address 29
Math Success Program 32
Mathematics Component 8, 10
lab 10
Math 110/113/115 11
Pre-Math course 11
S.E.T. 10
McKeldin Library 24
McNair, Ronald E. Post Baccalaureate 4, 6
Microcomputer facilities 26
Mid-Semester Examinations 19
Misconduct 62
Murray, Alice N. 15, 35, 71

N

Nottingham, André D. 15, 71

O

On-Line Information 26, 27
Open Workstation Labs (OWL) 27
Outstanding Academic Achievement 32

P

Parking 33, 38
Parking Tickets 39
Past Examination Papers 14
Peer facilitator 9
Peko, Nthakoana 70
Pendleton, Ernesta P. 12, 70
Performance & Expectations 18
Performing Arts Library 25
Personal Safety 40
Photocopy services 26
Placement test, math 11
Police 39
Pollock, Debora 70
Pre-math course 11
Preparatory course 11
Prohibited Conduct 62
Proofreading 12
Property insurance 34

R

Recreation Center 54
Recreation Information 45, 46
Relationships, resident 31
Release policy 33
Religious Centers 47
Research Assistant Program 49
Resident life 28
policies 33
resources 32
security 34
staff 31
Resume referral 43
Running 46

S

Safety & security 39
Schedule, sample 60, 61
Second Year 7, 15
Security 39
  lighting 39
  repairs 39
Sexual assault 39
Shogé, Simeon B. 13, 70
Shuttle UM 39, 45, 55
Smoking Policy & Guidelines 33, 64
Southerland, Wallace 70
Sport Clubs 47
SSS/IED
  curriculum 67
  performance 18
Stamp Student Union 53, 55
Student judiciary 51
Sophomore 7, 15
Student Employment Center (SEC) 42
Study Abroad 51
Study Groups 16, 17
Study rooms, library 26
Summer Transitional Program (STP) 6
  course list 59
  grading 18
  housing 28
  resident policies 35
  retention policy 18
Supplemental Instruction 9
Swimming 47

T

Teaching Assistantship 50
Telephone services 35
Tennis 47
TERP On-line 43
Terrapin Express 36
Ticket Office 55
Ticketmaster 55
Tutoring
  component 8, 13
  positions 14

U

UM Codes & Policies 62
University Book Center 55
University Police 39, 40

V

VICTOR 26
Visitation policy 34

W

Walking 46
WAM Labs 26, 32
Washington, DC 56
Weight training 47
White Memorial Library 25
Writing Center 12

Y

Youngblood, Marsha A. 9, 70

UNIVERSITY OF MARYLAND COLLEGE PARK
ACADEMIC ACHIEVEMENT PROGRAMS
IED/SSS PARTICIPATION AGREEMENT

I, _____, in pursuing the goals of enrollment, retention, and graduation at the University of Maryland at College Park (UMCP), do voluntarily enter into an agreement with the Academic Achievement Programs (AAP) and the Intensive Educational Development/Student Support Services Program (IED/SSS) specifically. As a participant, I have read, understand, and accept my responsibilities and duties as outlined in the Statement of Academic Regulations and Requirements in the 1996 -1997 Undergraduate Catalogue and the Student Handbook. I also understand that for the first two years of my enrollment, or until I declare a major, I must also satisfy the requirements of AAP and do resolve to abide by its rules and regulations. I understand that in pursuit of the objectives of AAP and IED/SSS, I must successfully complete, as an initial step, the requirements of the Summer Transitional Program (STP) and the first two years of enrollment.

The IED/SSS Program will provide the following to me during my participation:

1. Comprehensive programs to develop my basic skills in the areas of English, mathematics and reading/college study skills;
2. A comprehensive counseling program, which includes individual/group counseling, and academic/career advising;
3. Tutoring for lower level undergraduate courses;
4. Priority registration until I declare my major (Until such time that I declare my major, my counselor will provide academic advisement, and must approve, by his/her signature, my course registration each semester); and,
5. Guidance through registration during the STP and the year restricting my courses to the approved Core Course list. I understand that exceptions to this list will require the director's approval.

As a student participant, I agree:

1. To fulfill the obligations of the IED/SSS program for the first two years, or until I declare my major by working diligently and continuously;
2. To attend the required skill development classes, counseling, and tutoring sessions;
3. **Not to pledge, seek to pledge, or associate** with any fraternity, sorority or Greek interest group during my freshman/first year. Violation of this policy will exclude me from priority registration and may jeopardize my participation in the IED/SSS program, as well as my enrollment at UMCP;
4. **Not to participate or seek to participate** in any organized University athletic team sport during my first year; and,
5. To abide by the drop and add procedures authorized by the AAP, which require that all academic procedures (i.e. drops, adds, special exceptions) be pre-approved by the Program staff.

I further understand that the supportive services of tutoring, counseling and skills development continue to be available to me after my second year, and that I am encouraged to take advantage of them as needed.

By my signature below, I agree that I have read, understand, and agree to comply with the terms and conditions of this Participation Agreement, as witnessed by my counselor.

_____ _____
IED/SSS Participant Name & Social Security Number Date

_____ _____
IED/SSS Counselor/Advisor Date

THE RONALD E. McNAIR PROGRAM

Mission

The mission of the University of Maryland Ronald E. McNair Post-Baccalaureate Achievement Program is to increase the number of undergraduates enrolling in graduate school to pursue doctoral degrees. There are approximately ninety McNair Programs in the United States. McNair scholars are a unique group of students who receive advising, academic skill enhancement, research experiences, counseling, tutoring and other assistance in preparing for enrollment in graduate school.

Academic Areas of Study

Chemistry
African -American Studies/Economics
Mathematics
Physics
Earth, Atmospheric and Marine Science
Biochemistry
Public Affairs
Math Education
Biophysics
Other...

SERVICES OF THE PROGRAM

In an effort to prepare students for doctoral study, the program offers these services:

- *Preparation for graduate admissions tests*
- *Academic counseling*
- *Tutoring*
- *Mentoring by Faculty Scholars*
- *Paid summer research experience*
- *Assistance with the identification and acquisition of graduate school financing*
- *Assistance with graduate school application*
- *Advanced writing classes*
- *Funded research conferences*
- *Instruction in selected research preparation classes/seminars*

ELIGIBILITY

The program admits full-time juniors and seniors who wish to enhance their skills for graduate study. To apply, students must be enrolled at the University of Maryland College Park, Eastern Shore and Frostburg State University, and meet the following criteria:

(1) low income students, first-generation students
(2) students from a group that has been traditionally underrepresented in graduate education programs
(3) interest in pursuing a Ph.D. degree
(4) a minimum GPA of 2.85 in the students major is required and/or exceptional academic progress in the two preceding semesters or last 30 hours of academic credits.

How to apply

Submit the following by the submission deadline:

- Completed application form
- Statement of Purpose
- Recent official transcript
- Three letters of recommendation

For additional information contact:
McNair
Academic Achievement Programs
Chemistry Building, Room 0111
University of Maryland College Park
College Park, Maryland 20742
(301) 405-4739

UNIVERSITY OF MARYLAND EDUCATIONAL OPPORTUNITY CENTER

Support Services to Low Income and First Generation Potential College-Going Students

The University of Maryland Educational Opportunity Center (UM-EOC) targets support services to low income, first generation potential college-going adults in transition to post-secondary education programs who live in three inner-beltway communities in Prince George's County.

The UM-EOC was established in 1998, by the Academic Achievement Programs (AAP) through a Department of Education (USDOE) four year grant awarded to the University of Maryland College Park. The UM-EOC is one of the five historic USDOE programs known to TRIO. AAP is an administrative branch which provides an organizational structure that maintains coordination, leadership, development and supervision of five educational programs on the UM campus:

Academic Support for Returning Athletes
Intensive Educational Development
Ronald E. McNair Post-Baccalaureate Achievement
Student Support Services
UM-Educational Opportunity Center

ELIGIBILITY

The mission of UM-EOC is to provide academic and financial application assistance, advice, counseling and related services to the participants. The participants should have at least one of the following eligibility factors:

low income status
first generation college status
veteran status
age 19 and over
unable to be served by Talent Search or Upward Bound
overall established need for UM-EOC services

UM-EOC GOAL

The goal of the UM-EOC is to serve 1,000 Prince George's County participants and assist a minimum of 200 adults in enrolling in post-secondary education.

The following UM-EOC provides the following services:

- Academic, Personal, and Care Counseling
- Admissions application assistance
- Short refresher academic skill enhancement workshops
- Financial Aid application assistance
- Referrals for GED

For additional information contact:
UM-EOC
Academic Achievement Programs
Chemistry Building, Room 0111
University of Maryland College Park
College Park, Maryland 20742
(301) 405-4739 Telephone
(301) 314-9794 Fax

ACADEMIC SUPPORT FOR RETURNING ATHLETES PROGRAM

What is ASRAP?

The Academic Support for Returning Athletes Program (ASRAP) was established at the University of Maryland in 1986 under the direction of the Department of Intercollegiate Athletics. ASRAP became a part of the Academic Achievement Programs (AAP) in 1989 to provide continuing education support services through graduation to former University of Maryland student athletes who played out their eligibility and who left the university without completing academic degree requirements.

Services offered at ASRAP

Services provided include assistance during the re-admission and re-enrollment process, referral to financial aid sources, and academic and social support through various on campus resources. Financial assistance is provided to former student-athletes in the form of tuition reimbursement in exchange for participation in ASRAP's outreach component.

ASRAP Outreach

In addition to the degree completion aspect of ASRAP, outreach activities such as National Student-Athlete Day, are provided to middle school age children and current and future athletes in the community. Through this outreach component, returning athletes are encouraged to act as role models who convey a critical message to youth about the positive relationship that exists between the acquisition of a quality education and success throughout life, violence mediation, avoiding teen parenthood and avoiding drugs.

ADMISSIONS OF THE RETURNING ATHLETES

Getting Started in ASRAP

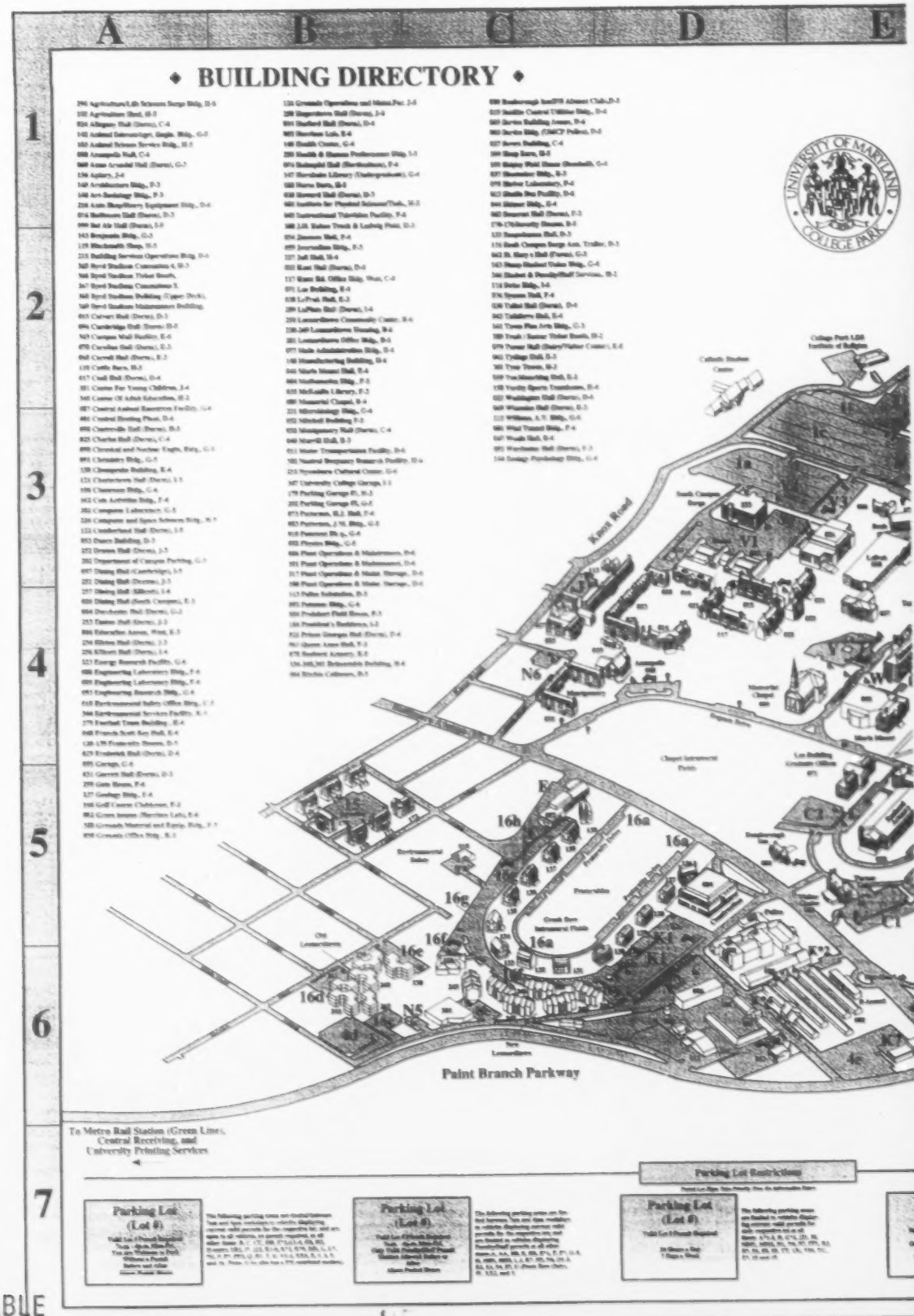
In order to be accepted into the ASRAP program, a student must be a former University of Maryland student athlete, who left the university in good academic standing within the previous three to five years prior; within 30 credit hours of graduating; and without completing academic requirements for the bachelor's degree.

ACCOMPLISHMENTS

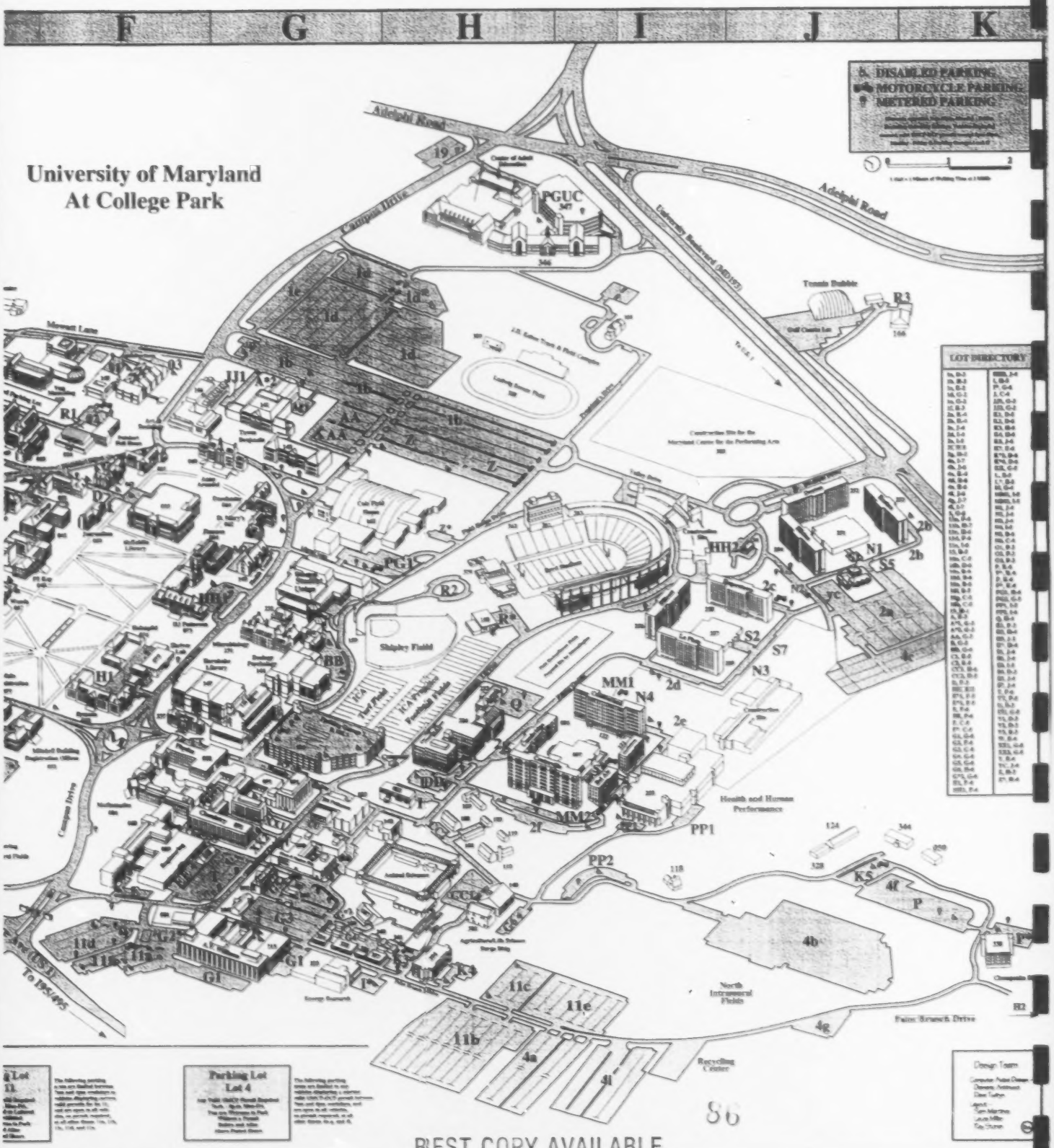
ASRAP re-enrolls and registers an average of fifteen returning athletes per year. In its brief history, ASRAP has had 19 returning athletes successfully complete their degrees, and it anticipates more. Larry Gibson, a former University of Maryland basketball student-athlete and a former professional basketball player, was the first returning athlete to complete his bachelor's degree with the assistance of ASRAP in December of 1992.

The returning athletes participating in the Outreach component make over twenty presentations annually in local schools and community centers visiting over 2,000 middle and high school students. ASRAP students encourage young people to avoid negative influences such as drugs, alcohol, teen parenthood, violence and crime.

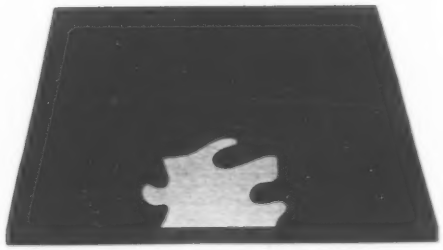
For additional information contact:
ASRAP Coordinator
Academic Achievement Programs
Chemistry Building, Room 0111
University of Maryland College Park
College Park, Maryland 20742
(301) 405-7217



BEST COPY AVAILABLE



BEST COPY AVAILABLE



Academic Achievement Programs

Room 0111 Chemistry Building
University of Maryland
College Park, Maryland 20742
(301) 405- 4736
(301) 314- 9794 Fax